

**BOROUGH OF KEYPORT  
REGULAR MEETING AGENDA  
TUESDAY, NOVEMBER 25, 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**

**EXECUTIVE SESSION**

R2025-279A - 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 a matter regarding employment pursuant to N.J.S.A. 10:4-12(b)(8).

**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: 2<sup>ND</sup>: Closed: MM: 2<sup>ND</sup>:

**CONSENT AGENDA**

- R2025-279 Payment of Bills Listed on the October 31, 2025 Bills List
- R2025-280 Payment of Bills Listed on the November 14, 2025 Bills List
- R2025-281 Payment of Bills Listed on the November 25, 2025 Bills List
- R2025-282 Requesting Approval of Items of Revenue and Appropriation – N.J.S.A. 40A:4-87 Neighborhood Preservation Program
- R2025-283 Permitting the Transfer of Excess Appropriations Pursuant to N.J.S.A. 40A:4-58
- R2025-284 Authorizing Refund of Property Tax Overpayment
- R2025-285 Authorizing Municipal Auction of Surplus Property
- R2025-286 (Added) Authorizing the Award of a Fair and Open Contract for Building Envelope and Systems Remediation Project
- R2025-287 Authorizing the Award of a Fair and Open Contract for the Beach Park Pavilion Improvements Project
- R2025-288 (Added) Authorizing the Award of a Non-Fair and Open Contract for Professional Surveying and Engineering Services in Connection with Various Dead-End Streets Road and Utility Improvements Project
- R2025-289 Authorizing the Award of a Non-Fair and Open Contract for Professional Surveying and Engineering Services in Connection with the Lockport Neighborhood Utility Improvements Project
- R2025-290 (Added) Authorizing Execution of Developer’s Agreement for Deputy Ventures, LLC (Mystic at Keyport) Block 22, Lots 26, 30 and 31, Subdivision No. 17-01
- R2025-291 Authorizing Execution of Shared Service Agreement for the County of Monmouth to Provide Transportation Services to Eligible Residents
- R2025-292 Authorizing Execution of an Escrow Agreement between the Borough of Keyport and AP Keyport LLC
- R2025-293 Authorizing 2026 Keyport Borough Reorganization Meeting
- R2025-294 Authorizing Participation in the Civil Service Examination Exemption Program for Entry-Level Law Enforcement Positions and the Appointment of a Police Officer
- R2025-295 Authorizing the Appointment of Technical Assistant to the Construction Official and Zoning Officer
- R2025-296 Authorizing Appointment of a Part-Time Deputy Registrar of Vital Statistics
- R2025-297 Authorizing Appointment of Part-Time Recreation Leaders
- R2025-298 Authorizing the Borough of Keyport to Prepare and File an Eviction Action and Related Litigation against Mipal Realty, LLC and the United States Postal Service for Failure to Pay Rent Due under the Lease for 95 West Front Street, Keyport, New Jersey

**APPROVAL OF RESOLUTIONS**

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

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

**PUBLIC HEARING/ADOPTION OF ORDINANCE**

**1. Ordinance No. 2025-17 – Revising Fees Charged by the Construction Office**

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 XII (BUILDING AND HOUSING), SECTION 12-1.6 (CONSTRUCTION FEE PERMITS SCHEDULE) TO REVISE CONSTRUCTION FEES**

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

**INTRODUCTION OF ORDINANCES**

**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 (PARKNG LOTS AND HANDICAPPED PARKING)**

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

**REPORTS**

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

MM: 2<sup>nd</sup>: 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: 2<sup>ND</sup>: Closed: MM: 2<sup>ND</sup>:

**EXECUTIVE SESSION**

R2025-299 - 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 potential litigation, pending litigation, matters subject to attorney-client privilege related to Fair Share Housing mediation pursuant to 10:4-12(b)(7), and collective bargaining agreement pursuant to N.J.S.A. 10:4-12(b)(4).

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

**RESOLUTION**

R2025-300 Resolution of the Borough of Keyport Approving and Adopting the 2026-2029 Collective Negotiations Agreement

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

**ADJOURNMENT**

Motion to Adjourn:

MM:

2nd:

R25-279A

**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 meet in a session not open to the public to discuss matters regarding employment pursuant to N.J.S.A. 10:4-12(b)(8).

**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 November 25, 2025, and determined that an Executive Session closed to the public shall be held on November 25, 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 November 25, 2025.

\_\_\_\_\_  
Michele Clark, RMC  
Borough Clerk

# RESOLUTION FOR THE PAYMENT OF BILLS R25-279

10/31/25

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	\$ 250,131.55
	WATER/SEWER ACCT. 2025	\$ 26,389.09
	PAYROLL FUND BUDGET	\$ 33,128.94
	FEDERAL AND STATE GRANTS	\$ 4,037.47
	TRUST OTHER FUND	\$ 16,102.50
	REC BAYFRONT IMPROVEMENT	\$ 3,500.000

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 FOR THE PAYMENT OF BILLS**

*R25-280*

*11/14/25*

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	\$ 216,984.32
	WATER/SEWER ACCT. 2025	\$ 37,774.81
	PAYROLL FUND BUDGET	\$ 260.00
	FEDERAL AND STATE GRANTS	\$ 5,019.51
	TRUST OTHER FUND	\$ 17,537.50
	REC BAYFRONT IMPROVEMENT	\$ 342.54

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

R25-281

RESOLUTION FOR THE PAYMENT OF BILLS

11/25/25

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	\$ 591.68
	WATER/SEWER ACCT.2024	\$ 217.00
	CURRENT ACCT.2025	\$ 1,471,105.29
	WATER/SEWER ACCT. 2025	\$ 56,693.37
	ANIMAL CONTROL TRUST FUND	\$ 396.00
	GENERAL CAPITOL FUND	\$ 24,143.00
	FEDERAL AND STATE GRANTS	\$ 6,986.02
	TRUST OTHER FUND	\$ 600.00
	REC BAYFRONT IMPROVEMENT	\$ 2,490.00
	OPEN SPACE TRUST FUND	\$ 5,744.75
	WATER/SEWER CAPITAL FUND	\$ 600.0
	DEVELOPER ESCROW	\$ 6,831.25

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

R25-282

**RESOLUTION NO. 2025**

**REQUESTING APPROVAL OF ITEMS OF  
REVENUE AND APPROPRIATION - N.J.S.A. 40A:4-87  
NEIGHBORHOOD PRESERVATION PROGRAM**

**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 \$125,000.00, which is now available from the State of NJ Neighborhood Preservation Program.

**BE IT FURTHER RESOLVED**, that the like sum of \$125,000.00 is hereby appropriated under the caption of State of NJ Neighborhood Preservation Program; 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 November 25, 2025.

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Michele Clark, RMC  
Borough Clerk

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 \$ 67,875.00 be made between the 2025 budget appropriations as follows:

<u>Budget Appropriation</u>	<u>From</u>	<u>To</u>
Municipal Clerk - O/E	1,250.00	
Municipal Clerk - Revision of Ordinances	\$	1,250.00
Financial Administration - S&W		1,300.00
Finance - O/E		2,000.00
Engineering Services - O/E		4,000.00
Employee Group Insurance	14,325.00	
Road Repair and Maintenance - S&W	10,000.00	
Garbage and Trash Removal - S&W		2,000.00
Recreation - S&W	9,300.00	
Recreation - O/E	5,000.00	
Electricity		8,000.00
Street Lighting	8,000.00	
Telephone and Communications	10,000.00	
Fuel Oil	10,000.00	
CFO Services - Freehold Township		29,325.00
Capital Improvement Fund		20,000.00
	\$ 67,875.00	\$ 67,875.00

Resolution #2025-  
November 25, 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 November 25, 2025.

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Michele Clark, RMC  
Borough Clerk

R25-284

**RESOLUTION NO. 2025-**

**AUTHORIZING REFUND OF PROPERTY TAX OVERPAYMENT**

**WHEREAS**, an overpayment of third quarter 2025 taxes has taken place by Innovation Title, Inc. on behalf of the prior property owners, Robert Ryer and Amber Fischer paying as well as the mortgage company paying on Block 64 Lot 11, a/k/a 104 Division St.; and

**WHEREAS**, said double payment has created an overpayment on third quarter 2025 taxes in the amount of \$3,326.95.

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Council of the Borough of Keyport hereby authorize the refund of the third quarter 2025 tax overpayment to Innovation Title Inc., located at 198 Rt. 9, Ste 101, Manalapan, NJ 07726, in the amount of \$3,326.95.

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 Meeting held on November 25, 2025.

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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](http://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](http://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 Chief of the Keyport Fire Department, 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](http://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.

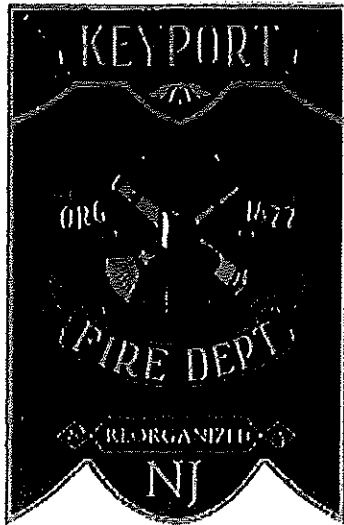
5. A certified copy of this Resolution shall be sent to the Division of Local Government Services, Department of Community Affairs, the Chief Financial Officer and the Qualified Purchasing Agent.

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 November 25, 2025.

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Michele Clark, RMC  
Borough Clerk

SCHEDULE "A"



October 15, 2025

Kim Humphreys  
Borough Administrator

Rose Araneo  
Mayor

Borough of Keyport  
70 West Front Street  
Keyport, NJ 07735

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**EDWARD  
LEWANDOWSKI**

**Chief of Department**

**KEYPORT FIRE DEPARTMENT INC.**

**70 West Front Street**

**Keyport, NJ 07735**

**[elewandowski@keyportfire.org](mailto:elewandowski@keyportfire.org)**

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Mayor and Council,

I have attached a list of items with photographs and descriptions. I am submitting the following request to surplus these listed items as excess equipment and are no longer needed for department use.

I highly recommend that the items be placed up for auction upon approval of the Mayor and Council. Unless otherwise directed by the Mayor and Council, I respectfully request that the revenue generated by this auction be made readily available to the fire department for use towards its reorganization.

Respectfully,

A handwritten signature in black ink, appearing to read 'Edward Lewandowski'.

Edward Lewandowski

Chief of Department

## List of Surplus

### Title and description attached to photographs

- Lot 1 (18) Various Extinguishers
- Lot 2 Used Rubber Fire Boots
- Lot 3 (30) Lengths 3 Inch Hose
- Lot 4 (16) Flashlights
- Lot 5 (30) Various Style Helmets
- Lot 6 (3) Electric Reels
- Lot 7 (8) Akron Nozzles
- Lot 8 (9) Various Elkhart & Task Force Tip Nozzles
- Lot 9 Various Gate Valves
- Lot 10 (20) Various Nozzles
- Lot 11 (80) AV2000 Facepiece SCBA
- Lot 12 (20) Various Pike Pole / Hooks
- Lot 13 (8) Forest Fire Brooms, (1) Forest Fire Rake, (1) Indian Tank
- Lot 14 (4) Ventilation Fan Bar Hanger
- Lot 15 (5) Brand new lengths of 2 inch hose 50 foot lengths
- Lot 16 (3) Hard Suction Strainers
- Lot 17 (6) Pry Bars
- Lot 18 (3) Hydrant Assist Valves
- Lot 19 (3) Intake Valves



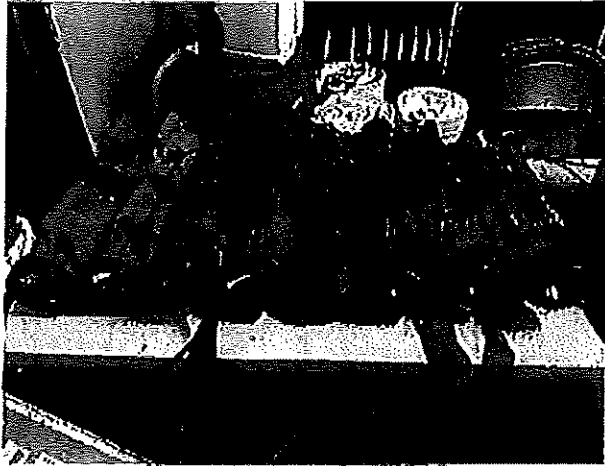
Lot 1



Lot 2



Lot 3



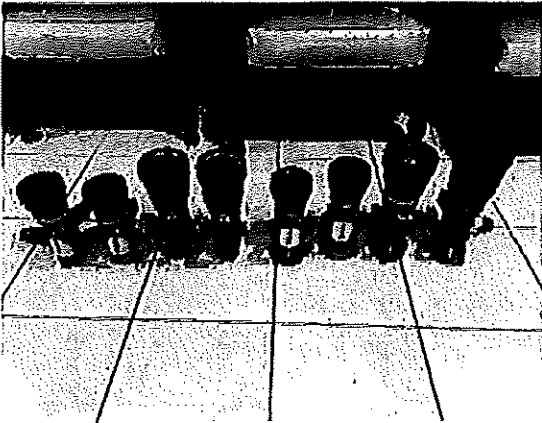
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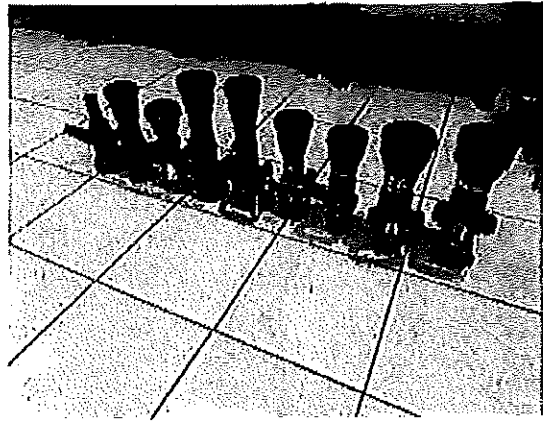
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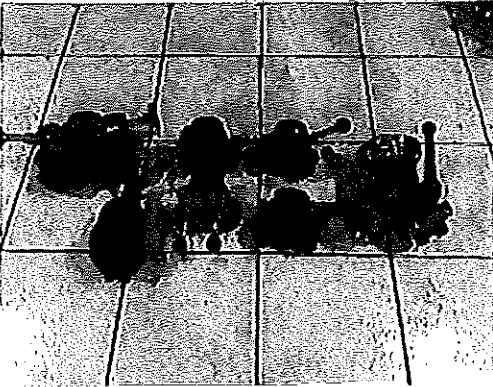
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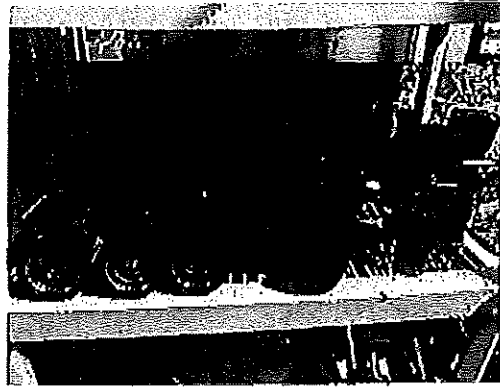
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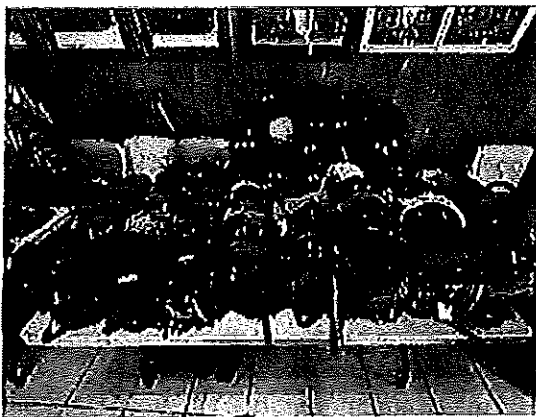
Lot 8



Lot 9



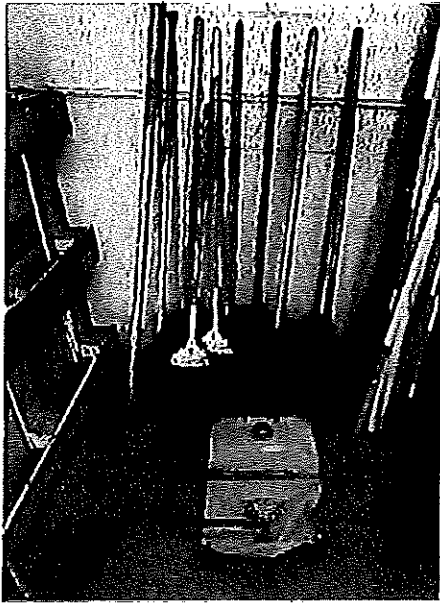
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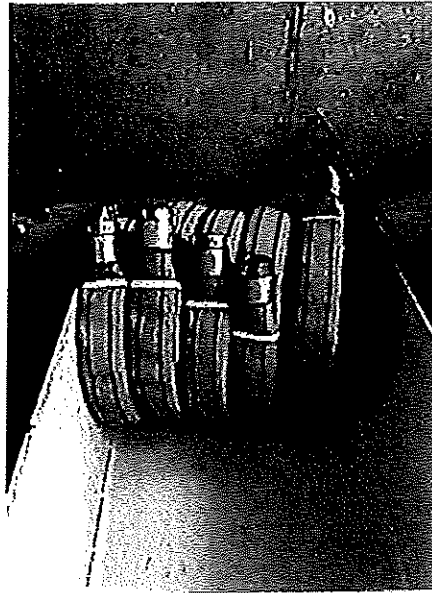
Lot 11



Lot 12



Lot 13



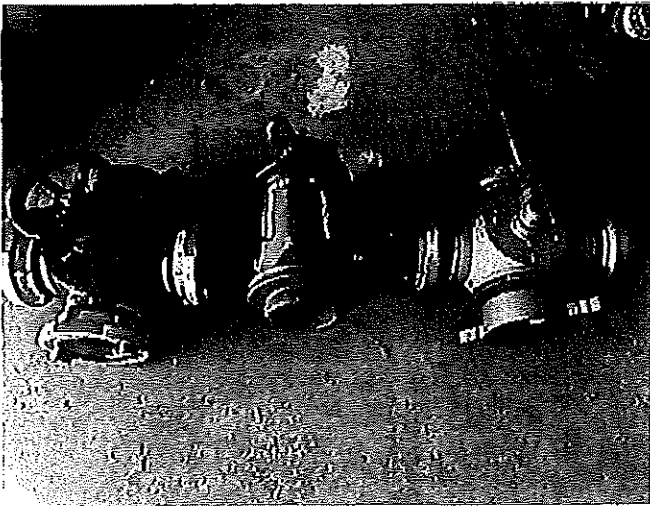
Lot 15



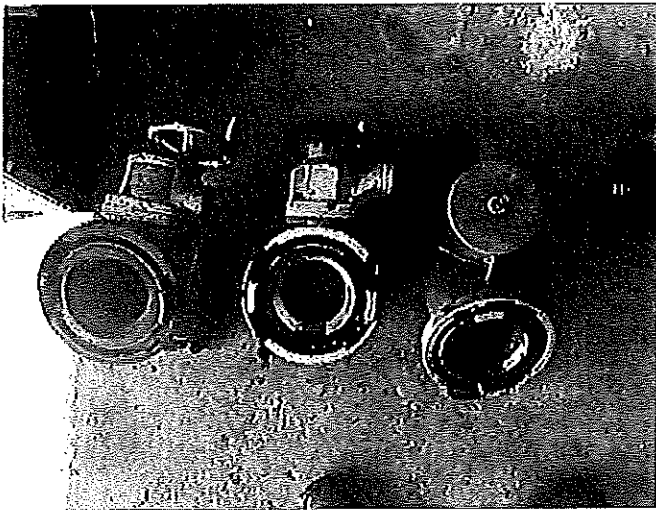
Lot 16



Lot 17



Lot 18



Lot 19

RESOLUTION NO. 2025-

**AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR  
BUILDING ENVELOPE AND SYSTEMS REMEDIATION PROJECT**

**WHEREAS**, the Borough of Keyport (“Borough”) has a need to acquire professional architectural services to provide construction documents and construction administration for a partial roof replacement, thru-wall flashing installation, and selected Roof Top Unit (RTU) replacement at Keyport Borough Hall, 70 W. Front Street, Keyport, New Jersey; and

**WHEREAS**, the Borough conducted a Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et seq., by publicly advertising a Request for Proposals (RFP) for Professional Architectural Services for Building Envelope and Systems Remediation Project with proposals due on October 15, 2025; and

**WHEREAS**, in response to the RFP a sole proposal was submitted by Settembrino Architects, 37 East Washington Avenue, Atlantic Highlands, New Jersey, 07716; and

**WHEREAS**, the Chief Financial Officer has certified the availability of funds for this contract to charge account C-04-25-009-000-921.

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

1. The contract for the Building Envelope and Systems Remediation Project is hereby awarded to Settembrino Architects for an amount not to exceed \$179,500 plus reimbursable expenses.
2. The Mayor and Borough Clerk are authorized and directed to execute the contract and any necessary documents to effectuate this award.
3. This contract is awarded pursuant to a Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et seq.
4. Notice of this action shall be published 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 November 25, 2025.

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Michele Clark, RMC  
Borough Clerk

**RESOLUTION NO. 2025-**

**AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR  
THE BEACH PARK PAVILION IMPROVEMENTS PROJECT**

**WHEREAS**, the Borough of Keyport (the "Borough") accepted bids on November 13, 2025 for the Beach Park Pavilion Improvements Project; and

**WHEREAS**, five (5) bids were received for the aforesaid project which were reviewed by the Borough Engineer's Office, as follows:

<u>Bidder's Name</u>	<u>Base Bid</u>	<u>Alternate Bid 1</u>	<u>Base Bid &amp; Alt 1 Total Bid</u>
Whirl Construction, Inc.	\$160,771.00	\$70,421.00	\$231,192.00
Capela Construction	\$183,500.00	\$62,500.00	\$246,000.00
SDW Construction, Inc.	\$215,650.00	\$51,400.00	\$267,050.00
Seacoast Construction, Inc.	\$305,040.00	\$170,200.00	\$475,240.00
TC Landscape Construction Group, Inc.	\$326,375.00	\$124,000.00	\$450,375.00

**WHEREAS**, Whirl Construction, Inc. appears to be the lowest responsible bidder; and

**WHEREAS**, the Borough Engineer, CME Associates, by way of correspondence dated November 19, 2025, has made the recommendation that the contract be awarded to Whirl Construction, Inc. as the lowest responsible bidder, for the Total Bid in the amount of \$231,192.00, which includes the Base Bid and Alternate Bid 1, subject to the availability of funds by the Chief Financial Officer of the Borough of Keyport and submission of the required bonds and insurance certificates for the project; and

**WHEREAS**, funds are available for this purpose and have been certified by the Borough's Chief Financial Officer to charge account T-20-56-850-000-801.

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough of Keyport governing body as follows:

1. That the Contract for the Beach Park Pavilion Improvements Project is hereby awarded to Whirl Construction, Inc. for an amount not to exceed \$231,192.00, for a Total Bid consisting of the Base Bid and Alternate Bid 1, subject to submission of the required bonds and insurance certificates for the project.
2. That the Mayor, Borough Administrator and Borough Clerk be and are hereby authorized and directed to take all steps necessary to engage the services of Whirl Construction, Inc. including executing a contract.

3. A copy of this Resolution as well as the contract shall be placed on file with the Borough Clerk of the Borough of Keyport.
4. The Borough Clerk is hereby directed to forward a certified copy of this Resolution to the Borough Engineer and to the unsuccessful bidders.

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 November 25, 2025.

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Michele Clark, RMC  
Borough Clerk

## RESOLUTION NO. 2025-

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SURVEYING AND ENGINEERING SERVICES IN CONNECTION WITH VARIOUS DEAD-END STREETS ROAD AND UTILITY IMPROVEMENTS PROJECT**

**WHEREAS**, the Borough of Keyport ("Borough") requires professional surveying and engineering services in connection with the improvements to various dead-end street sections throughout the Borough; 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 surveying and engineering services for roadway, concrete, drainage, and utility improvements, as applicable, for the project; and

**WHEREAS**, the following dead-end street sections are included in the project:

1. Division Street (Hurley Street to Henry Hudson Trail)
2. Division Street (Central School to Jackson Street)
3. Jackson Street (Broad Street to dead end)
4. Kearney Street (Walling Terrace to Henry Hudson Trail) *(no mapped water or sewer)*
5. Union Street (Atlantic Street to Division Street) *(no mapped water or sewer)*
6. Eighth Street (Green Grove Avenue to Fulton Street)

**WHEREAS**, water system work will generally consist of the replacement of undersized and cast iron water mains with ductile iron, installation of new copper services, and new valve work; and

**WHEREAS**, sanitary sewer improvements will generally consist of the re-lining or replacement of aging clay sewer mains with PVC pipes and laterals as well as manhole replacement; and

**WHEREAS**, in addition to utility improvements, roadway improvements will include the following:

- Removal and replacement of curbs and sidewalks impacted by utility improvements;
- Construction of ADA compliant curbs and sidewalks impacted by utility improvements;
- Storm sewer repairs including reconstruction of existing inlets with bicycle safe grates and Type 'N' eco castings;
- Replacement of existing traffic signage and installation of traffic striping;
- Curb-to-curb excavation or milling of the existing roadway as applicable; and
- Installation of hot mix asphalt (HMA) base course, where necessary, and surface course.

**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 amount of \$158,500, 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**, 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, regulatory history, planning goals, and ongoing projects, and further has years of direct experience with the Borough’s road projects, water and sewer infrastructure, and state aid processes; 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 C-04-25-009-000-922.

**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 surveying and engineering services in connection with the Various Dead-End Streets Road and Utility Improvements Project, for a total fee estimate amount of \$158,500 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 November 25, 2025.

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Michele Clark, RMC  
Borough Clerk

**RESOLUTION NO. 2025-****RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SURVEYING AND ENGINEERING SERVICES IN CONNECTION WITH THE LOCKPORT NEIGHBORHOOD UTILITY IMPROVEMENTS PROJECT**

**WHEREAS**, the Borough of Keyport ("Borough") requires professional surveying and engineering services in connection with planned water and sewer improvements within the Borough's Lockport Neighborhood funded by a grant from the US Environmental Protection Agency ("USEPA"); and

**WHEREAS**, the Borough received a proposal dated September 23, 2025, from CME Associates ("CME"), 1460 Route 9 South, Howell, NJ 07731, to provide professional surveying and engineering services for water and sewer improvements for the project; and

**WHEREAS**, the project limits will encompass work on the following roadways, as available funding permits:

- Locust Street
- Oak Street
- Pine Street
- Spring Street
- Snyder Lane
- Walnut Street
- Walnut Terrace

**WHEREAS**, the proposal includes USEPA grant management and coordination services, survey and base map services, design phase services, permit phase services, bid phase services, and construction administration phase services, for a total fee estimate amount of \$440,500, plus reimbursable expenses; and

**WHEREAS**, the project includes the installation of new water distribution mains, replacement of water services, valves, hydrants, and associated restoration work. Water services will be replaced from the main to the curb stop to connect into existing services lines. The size and material of all existing services will be logged and photographed to assist with the Borough's concurrent Lead Service Line Replacement (LSLR). Any lead or galvanized services identified will be flagged for future replacement; and

**WHEREAS**, the scope of work includes full renewal of the sanitary sewer system in the neighborhood to replace or line existing clay pipes, laterals and brick masonry manholes, and all associated restoration work; and

**WHEREAS**, following completion of utility improvements, roadways will be resurfaced from curb-to-curb and curb ramps will be reconstructed in accordance with ADA requirements. Additionally, due to the age and conditions of Walnut and Locust Streets, we recommend these

roadways be fully reconstructed, including new curbs, driveway aprons, and sidewalks where applicable. This will include the removal of the existing concrete base pavement where present; 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, regulatory history, planning goals, and ongoing projects, and further has years of direct experience with the Borough’s water and sewer projects and grant processes; 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 surveying and engineering services in connection with the Lockport Neighborhood Utility Improvements Project, for a total fee estimate amount of \$440,500 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 November 25, 2025.

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Michele Clark, RMC  
Borough Clerk

**RESOLUTION NO. 2025-**

**AUTHORIZING EXECUTION OF DEVELOPER'S AGREEMENT  
FOR DEPUTY VENTURES, LLC (MYSTIC AT KEYPORT)  
BLOCK 22, LOTS 26, 30 AND 31, SUBDIVISION NO. 17-01**

**WHEREAS**, the Borough of Keyport Unified Planning Board adopted a Resolution granting preliminary and final subdivision approval to Michael and Catherine Cummins for Block 22, Lots 26, 30 and 31, Subdivision No. 17-01; and

**WHEREAS**, subsequent to approval, the property was conveyed to Deputy Ventures, LLC which will be the Developer of the project; and

**WHEREAS**, in accordance with the Unified Planning Board approval, the Developer is required to enter into a Developer's Agreement with the Borough of Keyport; and

**WHEREAS**, the Borough Attorney has prepared a Developer's Agreement for this subdivision.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Keyport that the Mayor is hereby authorized to execute and the Borough Clerk to attest the Developer's Agreement between the Borough of Keyport and the Developer in accordance with the approval granted by the Unified Planning Board.

**BE IT FURTHER RESOLVED** that a copy of this Resolution certified by the Borough Clerk to be a true copy be forwarded to: Borough Engineer, Borough Attorney, Borough Unified Planning Board, Borough Construction Official and the Developer.

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 November 25, 2025.

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Michele Clark, RMC  
Borough Clerk

RESOLUTION NO. 2025-

**AUTHORIZING EXECUTION OF SHARED SERVICE AGREEMENT  
FOR THE COUNTY OF MONMOUTH TO PROVIDE  
TRANSPORTATION SERVICES TO ELIGIBLE RESIDENTS**

**WHEREAS**, the Monmouth County Board of County Commissioners has established Ride in Monmouth (formerly referred to as SCAT) ("Program") to provide transportation services to senior citizens and handicapped individuals among others throughout Monmouth County and more specifically the Borough of Keyport ("Borough"); and

**WHEREAS**, the Borough has previously participated in the Program and wishes to continue said services; and

**WHEREAS**, an agreement has been proposed for the period of January 1, 2026 through December 31, 2027 for continuation of participation in the Program; and

**WHEREAS**, the rate charged to the Borough will be \$117 per trip; and

**WHEREAS**, it is in the best interest of the Borough and its residents to continue this beneficial Program.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Keyport that the aforesaid agreement be extended for the period of January 1, 2026 through December 31, 2027.

**BE IT FURTHER RESOLVED** that the Mayor and Borough Clerk are hereby authorized to execute this Agreement.

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 November 25, 2025.

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Michele Clark, RMC  
Borough Clerk

R25-292

**RESOLUTION NO. 2025-**

**AUTHORIZING EXECUTION OF AN ESCROW AGREEMENT BETWEEN  
THE BOROUGH OF KEYPORT AND AP KEYPORT LLC**

**WHEREAS**, AP Keyport LLC (“Developer”) seeks to enter into an Escrow Agreement with the Borough of Keyport (“Borough”) to provide for reimbursement of professional review, inspection, and related services required in connection with the Developer’s proposed project; and

**WHEREAS**, the Escrow Agreement establishes the terms under which the Developer will deposit and maintain escrow funds with the Borough to cover costs incurred by Borough professionals, in accordance with the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq.; and

**WHEREAS**, the Mayor and Council of the Borough of Keyport wish to authorize execution of said Agreement.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Keyport, County of Monmouth, State of New Jersey, that the Mayor and Borough Clerk are hereby authorized to execute the Escrow Agreement between the Borough of Keyport and AP Keyport LLC, in the form attached hereto, and to take all necessary actions to implement its terms.

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution shall be forwarded to the Chief Financial Officer and to AP Keyport LLC.

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 November 25, 2025.

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Michele Clark, RMC  
Borough Clerk

**RESOLUTION NO. 2025-**

**AUTHORIZING 2026 KEYPORT BOROUGH REORGANIZATION MEETING**

**WHEREAS**, N.J.S.A. 40:45A-1 provides that, notwithstanding any other provision of law, the governing body of a municipality in which any of the members of the governing body are elected for terms commencing January 1 may, by resolution, fix the date and time of its annual organization or reorganization meeting at 12 o'clock noon on January 1, or at some other hour on any day during the first week in January.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Keyport in the County of Monmouth, State of New Jersey, desire to hold the 2026 Reorganization Meeting on January 1, 2026, beginning at 12 o'clock noon, at the Keyport Central School, 335 Broad Street, Keyport, New Jersey.

**BE IT FURTHER RESOLVED** that the Borough Administrator, Borough Clerk, and other reasonably necessary personnel, are hereby authorized to coordinate the use of the Keyport Central School all purpose room on January 1, 2026, with the Keyport School Superintendent, Building and Grounds Supervisor, and other reasonably necessary personnel.

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 November 25, 2025.

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Michele Clark, RMC  
Borough Clerk

RESOLUTION NO. 2025-

**AUTHORIZING PARTICIPATION IN THE CIVIL SERVICE EXAMINATION  
EXEMPTION PROGRAM FOR ENTRY-LEVEL LAW ENFORCEMENT  
POSITIONS AND THE APPOINTMENT OF A POLICE OFFICER**

*Ryan Buchanan*

**WHEREAS**, the Borough of Keyport ("Borough") is governed by N.J.S.A. 11A:1-1 et seq., the Civil Service Act, and the rules and regulations established pursuant to this act; and

**WHEREAS**, P.L.2021, c.7 provides for the Civil Service Commission to exempt a person from the requirement to take an examination for an entry-level law enforcement position provided the individual successfully completes a full Basic Course for Police Officers training course at a school approved and authorized by the New Jersey Police Training Commission within nine months from the date of hire as a temporary entry-level officer; and

**WHEREAS**, P.L. 2021, c.7 also provides that a municipal police department may hire a person exempt from the Civil Service requirement to take an examination for an entry-level law enforcement position upon adoption of a resolution by the governing body authorizing such hiring and the adoption of a conflict of interest and nepotism policies; and

**WHEREAS**, the Borough has previously established a conflict of interest policy (Section 1.14) and a nepotism policy (Section 5.02A) as provided in the Borough's Personnel Policies & Procedures Manual; and

**WHEREAS**, the Chief of Police has recommended the Borough affirmatively "opt in" and authorize such hiring to provide for the selection of a qualified individual who has completed the necessary training required by the New Jersey Police Training Commission; and

**WHEREAS**, the Chief of Police has further recommended the appointment of Ryan Buchanan as a Police Officer pursuant to this exemption.

**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 of Keyport is hereby authorized to participate in the program to hire persons exempt from the Civil Service examination process for entry-level law enforcement positions provided the individual successfully completes a full Basic Course for Police Officers training course at a school approved and authorized by the New Jersey Police Training Commission within nine months from the date of hire as a temporary entry-level officer.
2. Ryan Buchanan is hereby appointed to the position of Police Officer for a probationary period of one-year effective December 16, 2025. Ryan Buchanan will complete the training course approved by the New Jersey Police Training Commission on December 16, 2025. The Borough Administrator and Chief of Police are authorized to execute all documents necessary to effectuate participation in this Civil Service exemption program and the appointment of Police Officer Ryan Buchanan.

3. The Borough Clerk is directed to transmit a certified copy of this resolution to the Borough Administrator, Chief of Police and the New Jersey Civil Service Commission.

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 November 25, 2025.

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Michele Clark, RMC  
Borough Clerk

**RESOLUTION NO. 2025-**

**AUTHORIZING APPOINTMENT OF TECHNICAL ASSISTANT TO THE  
CONSTRUCTION OFFICIAL AND ZONING OFFICER – *Sofie Clark***

**WHEREAS**, the Borough of Keyport has determined there is a need to fill the full-time position of Technical Assistant to the Construction Official and part-time position of Zoning Officer; and

**WHEREAS**, the Borough Administrator conducted interviews and has recommended a candidate to fill these positions.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Keyport that Sofie Clark is hereby appointed to the full-time position of Technical Assistant to the Construction Official and part-time position of Zoning Officer, effective retroactive to November 7, 2025, pursuant to the terms and conditions set forth in the written offer of employment dated November 4, 2025.

**BE IT FURTHER RESOLVED** that a copy of this resolution shall be forwarded to the Borough Administrator and to Sofie Clark.

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 Meeting of November 25, 2025.

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Michele Clark, RMC  
Borough Clerk

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 November 25, 2025.

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Michele Clark, RMC  
Borough Clerk

R25-297

**RESOLUTION NO. 2025-**

**AUTHORIZING APPOINTMENT OF PART-TIME  
RECREATION LEADERS – *Amanda Walling and Jason Faltings***

**WHEREAS**, the Borough of Keyport has determined there is a need to fill the part-time position of Recreation Leader; and

**WHEREAS**, the Borough Administrator conducted interviews and has recommended two candidates to fill this part-time position.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Keyport that Amanda Walling and Jason Faltings are hereby appointed to the part-time position of Recreation Leader, effective November 25, 2025, pursuant to the terms and conditions set forth in the written offers of employment dated November 14, 2025.

**BE IT FURTHER RESOLVED** that a copy of this resolution shall be forwarded to the Borough Administrator and to Amanda Walling and Jason Faltings.

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 Meeting of November 25, 2025.

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Michele Clark, RMC  
Borough Clerk

**RESOLUTION NO. 2025 -****AUTHORIZING THE BOROUGH OF KEYPORT TO PREPARE AND FILE AN EVICTION ACTION AND RELATED LITIGATION AGAINST MIPAL REALTY, LLC AND THE UNITED STATES POSTAL SERVICE FOR FAILURE TO PAY RENT DUE UNDER THE LEASE FOR 95 WEST FRONT STREET KEYPORT, NEW JERSEY**

**WHEREAS**, the Borough of Keyport is the owner of property located at 95 West Front Street, Block 21.01, Lot 24, within the Borough of Keyport; and

**WHEREAS**, Mipal Realty, LLC is the successor in interest to the United States of America as tenant under the lease dated October 21, 1969, which was renewed through all available renewal periods and terminated on October 21, 2024; and

**WHEREAS**, since the termination of the renewal terms on October 21, 2024, Mipal Realty, LLC and the United States Postal Service have continued to occupy and operate on the property as holdover tenants; and

**WHEREAS**, the Borough has not received lease payments from Mipal Realty, LLC for the year 2024 or for any subsequent period; and

**WHEREAS**, despite the Borough's numerous attempts at contacting both Mipal Realty, LLC and the United States Postal Service to address the holdover tenancy, unpaid rent, and potential negotiation of a new lease, neither entity has provided any substantive response; and

**WHEREAS**, Mipal Realty, LLC and the United States Postal Service have continued to occupy the premises without payment of rent or execution of a new lease agreement, thereby unlawfully withholding possession of Borough-owned property; and

**WHEREAS**, the Borough deems it necessary and appropriate to authorize the initiation of an eviction action and related litigation to recover possession of the property and to obtain all rent and other amounts due.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Keyport, County of Monmouth, State of New Jersey, that the Borough Attorney and other Borough Officials as necessary are hereby authorized to prepare and file an eviction action and any related litigation on behalf of the Borough of Keyport, against Mipal Realty, LLC and the United States Postal Service, seeking possession of the property located at 95 West Front Street Keyport, New Jersey, and recovery of all outstanding rent and other damages.

**BE IT FURTHER RESOLVED**, that this resolution shall take effect immediately upon its adoption.

Resolution #2025-  
November 25, 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 November 25, 2025.

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Michele Clark, RMC  
Borough Clerk

PUBLIC HEARING  
ADOPT ORD  
# 1

ORDINANCE NO. 2025-17

AN ORDINANCE OF THE BOROUGH COUNCIL OF THE BOROUGH OF KEYPORT, IN THE COUNTY OF MONMOUTH, STATE OF NEW JERSEY AMENDING BOROUGH CODE CHAPTER XII (BUILDING AND HOUSING), SECTION 12-1.6 (CONSTRUCTION FEE PERMITS SCHEDULE) TO REVISE CONSTRUCTION FEES.

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 XII ("Building and Housing"), Section 12-1.6 ("Construction Fee Permits Schedule") to revise the fees charged by the Construction Office for various applications, inspections and other activities; and

WHEREAS, the Uniform Construction Code at N.J.A.C. 5:23-4.17 permits the Borough to set said fees; and

WHEREAS, a committee of Councilmembers, in consultation with the Construction Office, has recommended to the Mayor and Council that the fee schedules be updated in accordance with the attached schedules so that the subject fees are updated and made more consistent those charged by other municipalities.

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 XII, Section 12-1.6 of the Borough Code is hereby amended as follows: (additions are underlined, deletions are ~~stricken~~).

**§12-1.6 Construction fee permits schedule.**

The Mayor and Council, adjoining, hereby declare that in order to promote interlocal service agreements between joining municipalities, revisions to Chapter 12, Building and Housing, are necessary to establish certain uniform fees. Therefore, the Mayor and Council in furtherance of the within intent, hereby declare the following fees appropriate to the Borough of Keyport:

**SCHEDULE A**

**BUILDING SUBCODE FEES**

Building Subcode minimum fee

\$55

The fee to be charged for a construction permit will be the sum of the basic construction fee plus all applicable special fees, such as sign or elevator. This fee shall be paid before a permit is issued.

**SCHEDULE A**

**BUILDING SUBCODE FEES**

NO PERMIT WILL BE ISSUED IF ANY FEES ARE OWED THE BOROUGH OF KEYPORT, SUCH AS TAXES, WATER AND SEWER FEES.

1. New construction.
  - a. Fees for new construction shall be based upon the volume of the structure. The new construction fee shall be in the amount of \$0.040 per cubic foot of structure volume for buildings and structures of all use groups and types of construction (minimum fee: \$55)
  - b. State training fees for new building: \$0.00334 per cubic foot of volume
  - c. C.O. fees: 10% of total of permit fees (minimum fee: \$75)
  - d. Prototype: less 20% of all subcode fees
  - e. Update/as built: 20% all fees
  - f. Variation from Code \$100
2. Additions.
  - a. Per cubic foot of volume: \$0.040 of structure volume (minimum fee: \$50)
  - b. Minimum fee \$55
  - c. State training fee \$0.00334
  - d. C.O. fees: 10% of the total of permit fees (minimum fee: \$75)
3. Renovations, alterations, repairs, decks, porches, fireplaces, enclosures.

**SCHEDULE A**

**BUILDING SUBCODE FEES**

	a.	Per \$1,000 of estimated costs,	
		(1) Residential	\$25
		(2) Commercial	\$35
	b.	Minimum fee	\$55
	c.	State alteration fee (per \$1,000 of costs)	\$0.00170
	d.	C.A.	No fee
	e.	For a combination of renovation and additions to fees for each shall be added to total	
	f.	Retaining walls over 4 feet	\$25 per \$1,000 of estimated cost
4.		Pools.	
	a.	<del>\$0.004 times (X) gallons of water</del>	
	b.	<del>Minimum fee</del>	<del>\$50</del>
	c.	<del>State alteration fee</del>	<del>\$0.00170</del>
	d.	<del>(intentionally omitted)</del>	
	e.	Aboveground	\$50 <u>\$75</u>
	<u>a.</u>		
		(1) C.O.	\$25
	f.	Inground R 3/5	\$300
	<u>b.</u>		
		(1) C.O.	\$75
5.		<u>Fences over 6' and sSheds 200 sf or larger.</u>	
	a.	Fee	\$50 (each)
	b.	State alteration fee	\$0.00170

**SCHEDULE A**

**BUILDING SUBCODE FEES**

	c.	C.A.	No fee
<u>6.</u>		<del>Re-roof, siding (residential)</del>	
	a.	Minimum fee	\$50
			\$25 per \$1,000 of estimated cost
	b.	State alteration fee	\$0.00170
	e.	<del>C.A.</del>	No fee
<u>7.</u>		Re-roof, siding (commercial)	
<u>6.</u>			
	a.	Minimum fee	\$50
			\$35 per \$1,000 of estimated cost
	b.	Minimum fee	\$15
	c.	State alteration fee	\$0.00170
	d.	C.A.	No fee
<u>8.</u>		Satellite dish.	
<u>7.</u>			
	a.	Per \$1,000 estimated cost	\$25
	b.	Minimum fee	\$50
	c.	State alteration fee	\$0.00170
	d.	C.A.	No fee
<u>9.</u>		Signs.	
<u>8.</u>			
	a.	Per square foot surface area, computed on 1 side only for double-face sign	\$3 per square foot (all

**SCHEDULE A**

**BUILDING SUBCODE FEES**

		sites and types)
	b. Minimum fee	\$50
	c. State alteration fee	\$0.00170
	d. C.A.	No fee
<del>10.</del> <u>9.</u>	Demolition	
	a. Residential	\$200
	b. Accessory structure	\$50
	c. All other use groups	
	(1) Minimum fee: \$750, \$25 per \$1,000 of estimated cost (up to 5,000 square feet)	
	(2) Minimum fee: \$1,000, \$25 per \$1,000 of estimated cost (over 5,000 square feet)	
	d. C.A.	No fee
	e. Temporary trailer	\$150 plus \$50 C.O. fee
<del>11.</del> <u>10.</u>	Radon mitigation.	
	a. Building fee, minimum	\$50
	b. Electrical fee, minimum	\$50
	c. State alteration fee	\$0.00170
<del>12.</del> <u>11.</u>	Asbestos removal.	
	a. Permit fee	\$100

**SCHEDULE A**

**BUILDING SUBCODE FEES**

~~13.~~ Relocation.

12.

The permit fee for the removal of a building or structure from 1 lot to another or to a new location on the same lot shall be \$25 per \$1,000 of the sum of the estimated cost of moving, for new foundations and for the placement in a completed condition in the new location, provided that the minimum fee shall be \$50

~~14.~~ Tanks.

13.

Removal/fill-building — No OCA charged (U-649 Demo)

Install tank — see Fire section

Removal/fill (each)

\$50

~~15.~~ Elevators

14.

a. The fee for plan review for elevator devices in structures in Use Groups R-3, R-4 and for elevator devices wholly within dwelling units in R-2 structures shall be \$50 for each device

b. The fee for plan review for elevator devices in structures other than R-3, R-4 and devices in R-2 exempted by a. above shall be \$260 for each device

The minimum for electrical inspection fee is:

\$55

**SERVICE EQUIPMENT** — Terms include: service panel, service entrance conductors, subpanel

Greater than 0 amp or less than or equal to 100 amps

\$45

Greater than 100 amps or less than or equal to 200 amps

\$75

Greater than 200 amps or less than or equal to 300 amps

\$110

Greater than 300 amps or less than or equal to 400 amps

\$125

Greater than 400 amps or less than or equal to 1,000 amps

\$457

Greater than 1,000 amps or less than or equal to 1,500 amps

\$600

**SCHEDULE A**

**BUILDING SUBCODE FEES**

Greater than 1,500 amps	\$600 plus \$25 per 100 amps
Temporary service (pole) with 1 receptacle	\$100
Temporary service (pole) with more than 1 to 6 receptacles or devices	\$130
Temporary service to construction 1 trailer	\$150
(1) C.O.	\$50
Each additional trailer of same service	\$45

**SCHEDULE B**

**ELECTRICAL SUBCODE FEES**

The fees for a permit to install electrical equipment or electrical devices under UCC Electrical Subcode:

Electrical Subcode minimum fees	\$55
<b>RESIDENTIAL — SINGLE- AND TWO-FAMILY HOMES</b>	
From 1 to 5 receptacles, switches or fixtures	\$30
6 through 25 receptacles, switches or fixtures, an additional	\$50
26 through 50 receptacles, switches or fixtures, an additional	\$25
For each additional 25 receptacles, switches or fixtures, an additional	\$50
<b>Special Devices</b>	
1 through 5 devices	\$50
For each additional device, an additional	\$10
<b>Electrical Heat</b>	
1 to 5 units	\$45

**SCHEDULE B**

**ELECTRICAL SUBCODE FEES**

For each, additional unit An additional \$10 each

**COMMERCIAL/INDUSTRIAL**

**Devices**

1 through 20 devices

\$100

21 through 50 devices

An additional \$100

For each additional 25 devices

An additional \$50

Special Devices (e.g., motors, generators, transfer, cooking, air-conditioning, signs and protective systems)

1 to 5 devices

\$100

For each additional device

An additional \$50 each

**MOTORS AND ELECTRICAL DEVICES**

~~Greater than 1 HP~~ 1 HP to 10 HP

\$75

~~Greater than 10~~ 11 HP to 50 HP

\$100

~~Greater than 50~~ 51 HP to 100 HP

\$200

Greater than 100 HP

\$750

**TRANSFORMERS AND GENERATORS/SOLAR PANELS  
PHOTOVOLTAIC SYSTEMS**

~~Greater than 1 kW to 40~~ 50 kW

~~\$75~~ \$275

~~Greater than 40 kW to 45 kW~~ 51 kW to 100 kW

~~\$100~~ \$475

Greater than ~~45 kW to 112.5 kW~~ 100 kW

~~\$200~~ \$750

~~Greater than 112.5 kW~~

~~\$750~~

**CONNECTION POINTS (alarm devices, telephone/computer)**

1- and 2-Family

1 to 25 points

\$50

26 to 100 points

\$100

**SCHEDULE B****ELECTRICAL SUBCODE FEES**

100 or more points	\$150
Commercial/Industrial	
1 to 25 points	\$100
26 to 100 points	\$250
100 or more points	\$500
SERVICES — Includes All Subpanels 60 AMP	\$50
100 to 200 services	\$110
201 to 499 services	\$200
500 to 999 services	\$500
1,000 and above services	\$750
Each additional meter	\$75
Re-institute service	\$100
Scheduled overtime inspection fee	\$200 above standard fee

## Notes:

Actual nameplate kilowatt, horsepower rating must be noted on the application to ensure no delay in permit issuance.

No permit for a service change or service upgrade will be issued unless GPU work request (WR) "R" number as outlined in GPU application for service is submitted with application for permit.

**ELECTRICAL SUBCODE FEES**

Air-conditioner unit (each), under 3 tons	\$25
Air-conditioner unit (each), 3 to 6 tons	\$45
Air-conditioner unit (each), over 6 tons	\$45 plus 3.54 times (x) tons
Air-conditioner, replacement feed to subpanel	\$45
Air-conditioner, replacement feed	\$45
Attic fan	<del>\$15</del> <u>\$25</u>

**SCHEDULE B****ELECTRICAL SUBCODE FEES**

Bonding	\$20
Burglar alarm panel	\$35
Cable outlets, 1 to 5	\$10
Cable outlets, 6 plus (each)	<del>\$3</del> <u>\$25</u>
Central heat, gas and oil	\$35
Combination burglar/fire alarm panel	\$35
Commercial exhaust, plus HP	\$25
Commercial suppression system	\$75
Control panel, each	\$50
Cook top unit	\$25
Dishwasher	\$25
Door bell/chime and transformer, each	<del>\$5</del> <u>\$25</u>
Dryer	\$25
Electrical valves, each	\$5
Fire alarm panel	\$35
Floor case cooler/freezer, self-contained	\$0
Floor case cooler/freezer, split system	\$45
Garbage disposal unit	<del>\$7</del> <u>\$25</u>
Hard-wired smoke detectors, 1 to 5	\$25
Hard-wired smoke detectors, 6 plus (each)	<del>\$3</del> <u>\$25</u>
Heat pumps, plus HP and kW	\$25
Hot tubs, plus HP and kW	\$25
Hot water heater	\$20
Intercom panel	\$35

## SCHEDULE B

### ELECTRICAL SUBCODE FEES

Intercom/CRT devices, 1 to 25	\$10
Intercom/CRT devices for each additional 25	\$10
Jacuzzi, plus HP and kW	\$25
Kitchen exhaust, commercial, plus HP	\$25
Light standards, 1 to 5 plus trench inspection	\$55
Light standards, 6 plus (each), plus trench inspection	<del>\$5</del> <u>\$15</u>
Load management devices (each):	\$45
Magnetic starter/2 of hp, with motors	
Magnetic starter, same as motor HP	
Microwave	\$20
New subpanel only, same as service size	
Oven	\$25
Paddle fan (each)	\$25
Panel change only, same as new service size	
Public swimming pool annual inspection	\$50
Radon exhaust	\$25
Range, residential	\$25
Range, commercial, plus kW	\$25
Refrigeration unit (each), under 3 tons	\$25
Refrigeration unit (each), 3 to 6 tons	\$45
Refrigeration unit (each), over 6 tons	\$45 plus 3.45 times (x) tons
Residential exhaust system (each)	<del>\$5</del> <u>\$25</u>
Sauna, plus HP and kW	\$25
Sign, plus feed to sign and auto control device	\$25

## SCHEDULE B

### ELECTRICAL SUBCODE FEES

Surface cooking unit	\$20
Swimming pool air blower motor, per HP	
Swimming pool bonding	\$20
Swimming pool light (each)	\$5 <u>\$25</u>
Swimming pool subpanel with timer	<del>\$35</del> <u>\$50</u>
Aboveground pool/hot tubs/spas	\$75
Inground pool	\$150
Thermostats (each)	\$5 <u>\$15</u>
Timer for electrical hot water heater	\$25
Timer on photo cell	\$35
Trench inspection	<del>\$5</del> <u>\$25</u>
Water boiler-furnace (replacement only)	\$35
Walk-in cooler/freezer split system	\$50
Water boiler-furnace (replacement only)	\$35
Whirlpool/spa, plus HP and kW	\$45
1 ton refrigeration= 3.54 kW	
Example: 12 tons: $12 \times 3.54 = 42.48$ kW	
\$46 + \$46 for 10 to 45 kW = \$92	
Example: 15 tons: $15 \times 3.54 = 53.1$ kW	
\$46 + \$92 for 112.5 kW = \$138	

## SCHEDULE C

### FIRE SUBCODE FEES

The fees for a permit to install items under UCC Fire Subcode shall be as follows:

Fire protection subcode minimum fee shall be: \$55

## SCHEDULE C

### FIRE SUBCODE FEES

1.	Commercial kitchen exhaust equipment, mechanical systems for all use groups	The fee shall be computed at \$25 per \$1,000 construction cost  (minimum fee <del>\$55</del> <u>\$175</u> )
2.	Crematorium (each)	\$350
3.	Diesel tanks and pumps	Same rate as gasoline
4.	Fire alarm device changes	\$15 per device  (minimum fee \$75)
5.	Fire alarm panel, commercial	\$80
6.	Fire alarm panel, residential	\$45
7.	Fire pump insulation (each)	\$250
8.	Flammable and combustible liquid storage tanks under 2,000 gallons	<del>\$75</del> <u>\$100</u>
9.	Flammable and combustible liquid storage tanks	
	(1) Over 2,000 to 4,999 gallons	<del>\$100</del> <u>\$300</u>
	(2) At least 5,000 and less than 10,000 gallons	<del>\$160</del> <u>\$450</u>
10.	Flammable and combustible liquid storage tanks, 10,000 and over	\$200 plus \$10 per thousand gallons or a fraction thereof
11.	Flow valves, flow devices (each)	\$30
12.	Gas or oil fired appliance that is not connected to the plumbing system (each)	\$50
13.	Gasoline service station, 3 gasoline tanks to 10,000 gallons each and 6 gasoline pumps	\$300

## SCHEDULE C

### FIRE SUBCODE FEES

14.	Each additional gasoline tank to 10,000 gallons installed at the same time	\$60
15.	Each additional gasoline pump installed at same time	\$25
16.	Horn/horn strobe/strobe (each)	\$10
17.	Incinerator (each)	\$350
18.	Knob box	\$30
19.	L.N.G. storage tanks, under 2,000 gallons	\$80
20.	L.N.G. storage tanks, 2,000 gallons or more	\$160
21.	L.N.G. storage tanks, under 2,000# liquid	\$80
22.	L.N.G. storage tanks, 2,000# to 4,000# liquid	\$160
23.	Pull station (each)	\$15
24.	Smoke control system (each)	\$160
25.	Smoke detectors in supply or return air ducts (each)	\$25
26.	In computing fee for sprinkler and detector, the number of each shall be counted separately and 2 fees, one for sprinklers and one for detectors, shall be charged	
27.	Independent pre-engineered sprinkler system: carbon dioxide, halon, foam suppression, dry chemical, wet chemical (each)	\$80 <u>\$175</u>
28.	Sprinkler or detector 20 or fewer units	\$80 <u>\$150</u>
29.	Sprinkler or detector, 21 to 100 units	\$160 <u>\$250</u>
30.	Sprinkler or detector, 101 to 200 units	\$260 <u>\$400</u>
31.	Sprinkler or detector, 201 to 400 units	\$775
32.	Sandpipes, fire suppression system or special fire suppression systems	\$30 per \$1,000 of estimated cost
33.	Tanks for gasoline, oil, fuel, liquefied petroleum gas, gas, chemical or miscellaneous storage tanks up to 550 U.S. gallons	\$65 <u>\$85</u>
34.	Tanks over 550 to 2,500 U.S. gallons	\$125

## SCHEDULE C

### FIRE SUBCODE FEES

35.	Tanks over 2,500 US gallons, per 1,000 U.S. gallons	\$500
36.	Trench or tank(s) opening inspection	<del>\$65</del> <u>\$85</u>
37.	Underground fire mains	<del>\$150</del> <u>\$300</u>
38.	Waste oil tanks, under 10,000 gallons	\$250
39.	Wood stoves, prefabricated fireplaces, masonry fireplaces, gas fireplaces, or alternative heating devices and components	Fee shall be computed at \$25 per \$1,000 construction cost  (minimum fee \$45)

### RESIDENTIAL SPRINKLERS AND DETECTORS

40.	Detector, 1 to 5	<del>\$25</del> <u>\$75</u>
41.	Detector, 6 plus (each)	<del>\$2</del> <u>\$10</u>
42.	Sprinklers, limited area, 1 to 5	\$45
43.	Sprinklers, not limited area, 6 plus (each)	\$2
44.	Sprinklers, not limited area, same as commercial	
<u>45.</u>	<u>Elevator Recall System</u>	<u>\$150</u>
<u>46.</u>	<u>Carbon Monoxide Detectors 1-5</u>	<u>\$25</u>
	<u>6 or more</u>	<u>\$50</u>
<u>47.</u>	<u>Underground Fire Mains</u>	<u>\$300</u>
<u>48.</u>	<u>Standpipe Systems</u>	<u>\$300</u>
<u>49.</u>	<u>Fire Hydrants on Private Property</u>	<u>\$200</u>

## SCHEDULE D

### PLUMBING SUBCODE FEES

The fees for a permit to install, inspect or replace plumbing fixtures or equipment under UCC Plumbing Subcode are as follows:

1.	For the installation, including replacement of plumbing fixtures, the fee shall be	A minimum of \$50 for residential and \$75 for all others
2.	Each plumbing fixture shall be computed at the rate of	\$20 <u>\$25</u>
3.	Air-conditioning, refrigeration, freezer system unit (HVAC) (each)	\$60
4.	Backflow device and/or preventor under 1 inch (each)	\$20 <u>\$30</u>
5.	Backflow device and/or preventor 1 inch and above (each)	\$65
	a. Annual inspection fee (each)	\$65
	(1) Such inspection fee shall be payable and due on June 1 of each year	
6.	Bathtub	\$20 <u>\$25</u> (residential) \$45 (other)
7.	Commercial boiler/furnace (each)	\$75 (residential) \$100 (other)
8.	LP gas tank	\$50 (residential) \$75 (other)
9.	Commercial washing machine (each)	\$75
10.	Condensate drain, per unit or item	\$20 <u>\$25</u> (residential) \$45 (other)

**SCHEDULE D****PLUMBING SUBCODE FEES**

11.	Direct connection (each)	\$15 (residential) \$30 (other)
12.	Domestic boiler/furnace (each)	\$75 (residential) \$100 (other)
13.	Dishwasher (each)	<del>\$20</del> <u>\$25</u> (residential) \$45 (other)
14.	Domestic washing machine outlet	<del>\$20</del> <u>\$25</u> (residential) \$45 (other)
15.	Drinking fountain (each)	\$15 (residential) \$30 (other)
16.	Floor drain (each)	\$15 (residential) \$30 (other)
17.	Fuel oil piping system for heating system	\$60 (residential) \$100 (other)
18.	Fuel oil piping system	\$60 (residential) \$100 (other)
19.	Garbage disposal unit (each)	<del>\$20</del> <u>\$25</u> (residential) \$45 (other)

**SCHEDULE D****PLUMBING SUBCODE FEES**

20.	Gas appliance (each)	<del>\$15</del> <u>\$20</u> (residential) \$30 (other)
21.	Gas piping systems	\$60 (residential) \$100 (other)
22.	Gas piping system for heating system	\$60 (residential) \$100 (other)
23.	Grease trap (each)	\$60 (residential) \$100 (other)
24.	Hose bibs (each)	<del>\$20</del> <u>\$25</u> (residential) \$45 (other)
25.	Hot tubs, drain to city sewer	\$75 (residential) \$100 (other)
26.	Hot tubs, without drain to city sewer	\$25
27.	Hot water heating (each)	\$50 (residential) \$100 (other)
28.	Hot water heater, replacement only	<del>\$20</del> <u>\$25</u>
29.	Interceptor (each)	\$75
30.	Jacuzzi	\$50 (residential)

**SCHEDULE D**

**PLUMBING SUBCODE FEES**

		\$75 (other)
31.	Lawn sprinkler system (each)	\$75 (residential)
		\$100 (other)
32.	Oil separators (each)	\$75
33.	Reduced pressure backflow device (each)	\$50 (residential)
		\$75 (other)
34.	(Reserved)	
35.	Replacement heating unit	\$50 (residential)
		\$75 (other)
36.	Radon piping	\$50 (residential)
		\$75 (other)
37.	Sewer connection (each)	\$75 (residential)
		\$125 (other)
38.	Sewer ejector (each)	\$50 (residential)
		\$75 (other)
39.	Sewer pump (each)	\$50 (residential)
		\$75 (other)
40.	Shower (each)	<del>\$20</del> <u>\$25</u> (residential)
		\$45 (other)

**SCHEDULE D****PLUMBING SUBCODE FEES**

41.	Sink/lavatory (each)	<del>\$20</del> <u>\$25</u> (residential) \$45 (other)
42.	Steam boiler, 50 HP and over	\$100
43.	Steam boiler, under 50 HP	\$75 (residential) \$75 (other)
44.	Sump pump connection (each)	\$50 (residential) \$75 (other)
45.	Trench inspection only	\$50 (residential) \$75 (other)
46.	Urinal/bidet (each)	<del>\$20</del> <u>\$25</u> (residential) \$45 (other)
47.	Vent stack (each)	\$20 (residential) \$45 (other)
48.	Water closet (each)	\$20 (residential) \$45 (other)
49.	Water filter system (each)	\$35 (residential) \$75 (other)
	a. Waterline (refrigerator)	<del>\$15</del> <u>\$20</u> (residential) \$30 (other)
50.	Water service connection from curb box to water meter	\$75 (residential)

**SCHEDULE D**

**PLUMBING SUBCODE FEES**

		\$125 (other)
51.	Water utility septic connection (each)	\$75 (residential)
		\$125 (other)
52.	Sewer cap	\$75 (residential)
		\$100 (other)
53.	Water cap	\$75 (residential)
		\$100 (other)
54.	AC coil	\$50 (residential)
		\$75 (other)
55.	AC condenser	\$50 (residential)
		\$75 (other)
56.	Gas/oil unit heater	\$50 (residential)
		\$75 (other)
57.	Water cooled AC	\$50 (residential)
		\$75 (other)
58.	Sewer backwater valve	\$50 (residential)
		\$75 (other)

**SCHEDULE E**

**MECHANICAL SUBCODE FEES**

The fees for a permit relative to the inspection of mechanical equipment under UCC shall be as follows:

The minimum fee: **\$50 \$55**

The fee for inspection of mechanical equipment in Use Groups R-3 and ~~R-4~~ R-5 shall be: ~~\$40 for the first appliance and \$40 for each additional appliance.~~

<u>Air Conditioning- HVAC</u>	<u>\$60</u>
<u>Water Heater</u>	<u>\$50</u>
<u>Fuel Oil Connection</u>	<u>\$60</u>
<u>Gas Pipe Connection</u>	<u>\$60</u>
<u>Steam Boiler</u>	<u>\$75</u>
<u>Hot Air Furnace</u>	<u>\$75</u>
<u>Fire Place</u>	<u>\$75</u>
<u>Generator</u>	<u>\$85</u>

NOTE: This flat fee includes all costs associated with the incidental connections and extensions of associated gas, fuel oil and/or domestic water relating to the specific appliance.

This does not exclude the requirement for an electrical permit, if needed.

Plus, all State of New Jersey fees.

**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: October 21, 2025  
Public Hearing: November 25, 2025  
Adopted:

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Michele Clark, RMC  
Borough Clerk  
Borough of Keyport

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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 meet in a session not open to the public to discuss matters related to potential litigation, pending litigation, matters subject to attorney-client privilege related to Fair Share Housing mediation pursuant to N.J.S.A. 10:4-12(b)(7), and collective bargaining agreement pursuant to N.J.S.A. 10:4-12(b)(4).

**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 November 25, 2025, and determined that an Executive Session closed to the public shall be held on November 25, 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.

<b>RECORDED VOTE</b>						
<b>Councilmember</b>	<b>Offered</b>	<b>Seconded</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
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 November 25, 2025.

\_\_\_\_\_  
Michele Clark, RMC  
Borough Clerk

## RESOLUTION NO. 2025-

**RESOLUTION OF THE BOROUGH OF KEYPORT APPROVING AND  
ADOPTING THE 2026–2029 COLLECTIVE NEGOTIATIONS AGREEMENT  
WITH PBA LOCAL 223**

**WHEREAS**, the Borough of Keyport and the New Jersey State Policemen's Benevolent Association, Local 223 ("PBA Local 223"), engaged in collective negotiations for a successor agreement to the 2023–2025 Collective Negotiations Agreement; and

**WHEREAS**, the parties reached a Memorandum of Agreement dated November 23, 2025, setting forth the agreed-upon terms for a new 2026–2029 Collective Negotiations Agreement; and

**WHEREAS**, representatives of PBA Local 223 and Labor Counsel for the Borough prepared both a clean version of the proposed 2026–2029 Collective Negotiations Agreement reflecting the terms of the Memorandum of Agreement, and a tracked-changes redlined version showing the revisions from the prior agreement; and

**WHEREAS**, the Mayor and Council wish to approve the 2026–2029 Collective Negotiations Agreement and make both versions part of the official record.

**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 Borough of Keyport approves the 2026–2029 Collective Negotiations Agreement between the Borough and PBA Local 223 as set forth in the documents attached to this Resolution.
2. The clean version of the Agreement is attached hereto and incorporated as **Exhibit A**.
3. The tracked-changes redlined version of the Agreement is attached hereto and incorporated as **Exhibit B**.
4. The Mayor and Borough Administrator are authorized to execute the Agreement on behalf of the Borough and to take all necessary actions to implement its terms.

**BE IT FURTHER RESOLVED** that this Resolution shall take effect upon adoption, with the terms of the Agreement taking effect as provided therein.

Resolution #2025-  
November 25, 2025

I do hereby certify the above to be a true copy of a resolution adopted by the  
Governing Body of the Borough of Keyport at a regular meeting held November 25,  
2025.

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Michele Clark, Clerk