Approved 6-17-03

December 23, 2002
Keyport, New Jersey

Minutes of a Special Meeting of the Mayor and Council, Borough of Keyport, held on the above date in the Keyport Senior Center, 110 Second Street, Keyport, N.J. pursuant to being called by Mayor Kevin Graham in accordance with the Open Public Meetings Act. Notices were faxed to the Courier, Asbury Park Press, Independent and Two River Times and posted on the Bulletin Boards.

Mayor Graham called the meeting to order at 5:15 P.M. and read the Sunshine Law Notice.

ROLL CALL

On Roll Call the following were present: Councilmembers Atkins, Merla, Hyer. Absent: Councilmen Bergen, Stalter. Others present: Wesley Kain, Borough Attorney

PUBLIC COMMENT PORTION

Opened: 5:16 P.M., there being no public comments closed at 5:16 P.M.

RESOLUTIONS

1. **Resolution #399-02 - APPOINTMENT OF COUNCILMEMBER TO FILL UNEXPIRED TERM**

WHEREAS, Susan Ashmore-Montani was duly elected to a position as a member of the Borough Council of the Borough of Keyport; and

WHEREAS, Susan Ashmore-Montani did resign effective December 17, 2002, which resignation was accepted, with regret, by the Mayor and Council of the Borough of Keyport; and

WHEREAS, there exists an opening on the Borough Council for the appointment of a Council member for an unexpired term ending December 31, 2003; and

WHEREAS, there exists an opening on the Borough Council for the appointment of a Council member for an unexpired term ending December 31, 2003, and

WHEREAS, the Mayor and Council have selected Gerard Green to fill the balance of the unexpired term.

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

1. Gerard Green is hereby appointed a member of the Borough Council for the Borough of Keyport to fulfill an unexpired term ending December 31, 2003 created by the resignation of Councilwoman Susan Ashmore-Montani.

2. Certified copies of the within resolution shall be forwarded to Councilman Gerard Green, Borough Attorney and Chief Financial Officer.

3. Copy of the within resolution shall be retained in the office of the Borough Clerk for public inspection.

Offered by Mr. Merla, seconded by Mrs. Atkins

Roll Call Vote: Ayes: Atkins, Merla, Hyer
Abstain: None
Absent: Councilmen Bergen, Stalter

2. **TRANSFER OF FUNDS (DELETED)**

3. **Resolution #400-02 - AUTHORIZING ADDITIONAL TEMPORARY EMPLOYMENT AS CLERK OF THE WORKS FOR THE NEW MUNICIPAL COMPLEX**

WHEREAS, the Mayor and Council of the Borough of Keyport did by Resolution No. 224-02 appoint a clerk of the works for the purposes of overseeing and monitoring the construction of the new Municipal Complex, and

WHEREAS, pursuant to the terms of the previous Resolution, the Mayor and Council appointed Frank Grabowski, Clerk of the Works temporary, at will employee of the Borough of Keyport, at the rate of sixty ($60.00) per hour for a minimum of ten (10) hours per week to a maximum of fifteen (15) hours per week during the course of construction of the Municipal Complex, at the pleasure of the Mayor and Council, up to a maximum of six months, and

WHEREAS, the Resolution was duly adopted by the Mayor and Council on July 2, 2002, and

WHEREAS, the time permitted under the Resolution for the clerk of the works will expire on January 2, 2003 pursuant to the terms of the Resolution duly adopted by the Mayor and Council, and

WHEREAS, the Mayor and Council are aware that the Municipal construction project will not be completed on January 2, 2003, and further desire to extend the time of the appointment of the temporary, at will employee, Clerk of the Works, for an additional period of time.

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

1. The Mayor and Council hereby amend Resolution No. 224-02 to provide for an additional three (3) months of work for the temporary, at will employee, identified as the Clerk of the Works for the new Municipal Complex, through April 2, 2003.

2. The Mayor and Council further authorize additional payments for the clerk of the works consistent with the terms of the Resolution adopted by the Mayor and Council on July 2, 2002 during the additional three (3) month extension as provided in the within Resolution.

3. The Municipal Finance Officer having certified to the Mayor and Council there will be funds available for the payment of the within temporary, at will employee.

4. That a copy of the within Resolution, duly certified by the Borough Clerk, be served upon the project architect, clerk of the works, Frank Grabowski, borough engineer, consulting engineer, and municipal finance officer.

5. Copy of the within resolution shall be retained in the office of the Borough Clerk for public inspection.

Offered by Mr. Merla, seconded by Mr. Hyer

Roll Call Vote: Ayes: Atkins, Merla, Hyer,
Absent: Councilmen Bergen, Stalter
Abstain: Councilman Green

4. **RESOLUTION #401-02 - CHANGE ORDER/NEW MUNICIPAL COMPLEX/SHOWER VALVE AND DRAIN**

WHEREAS, the Mayor and Council of the Borough of Keyport have previously authorized construction of a New Municipal Complex, and

WHEREAS, the Mayor and Council have received a written request from the project architect for a change order for the Municipal Complex, and

WHEREAS, the Mayor and Council have reviewed the proposed change order which consists of improvements to the shower valve and drain of the Municipal Complex, submitted by Jersey Mechanical Contractors, Inc., Farmingdale, New Jersey, including a diverting valve and floor drain; and

WHEREAS, based upon the review of the Mayor and Council and the recommendation of the project architect, the Mayor and Council are include to authorize the change order to the shower valve and drain for an additional $2,310.00; and

WHEREAS, the Mayor and Council desire to memorialize the within Resolution approving the change order and authorizing the project architect to proceed with the within change to the shower valve and drain of the Municipal Complex;

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

1. The Mayor and Council of the Borough of Keyport hereby approve the change order request recommended by the project architect consisting of improvements to the shower valve and drain of the Municipal Complex

2. The Mayor and Council hereby approve the change order in the amount of $2,310.00 and further authorize the project architect to proceed with the change order, based upon the written proposal submitted.

3. The Mayor and Council having been advised by the municipal finance officer that there are certain funds available in the within bond ordinance to cover the appropriate amount set forth in the change order.

4. That a copy of the within Resolution, duly certified, be forwarded to the project architect, clerk of the works, borough engineer, consulting engineer, and municipal finance officer.

5. Copy of the within resolution shall be retained in the office of the Borough Clerk for public inspection.

Offered by Mr. Merla, seconded by Mrs. Atkins

Roll Call Vote: Ayes: Atkins, Merla, Hyer
Absent: Councilmen Bergen, Stalter
Abstain: Councilman Green

5. **RESOLUTION #402-02 - CHANGE ORDER/NEW MUNICIPAL COMPLEX/13 LAMINATED WINDOWS**

WHEREAS, the Mayor and Council of the Borough of Keyport have previously authorized the construction of a new Municipal Complex; and

WHEREAS, the Mayor and Council have received a written request from the project architect for a change order of the Municipal Complex; and

WHEREAS, the Mayor and Council have reviewed the proposed change order which consists of installation of three (3) laminated windows at the Municipal Complex, to be installed by Pella Windows and Doors (Commercial Division), Shrewsbury, New Jersey, based upon the written proposal; and

WHEREAS, based upon the review of the Mayor and Council and the recommendation of the project architect, the Mayor and Council are inclined to authorize the change order for the installation of the three (3) laminated windows for an additional sum of $2,149.17; and

WHEREAS, the Mayor and Council desire to memorialize the within Resolution approving the change order and authorizing the project architect to proceed with the within change to three (3) laminated windows of the Municipal Complex.

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

1. The Mayor and Council of the Borough of Keyport hereby approve the change order request recommended by the project architect consisting of the installation of three (3) laminated windows of the Municipal Complex.

2. The Mayor and Council hereby approve the change order in the amount of $2,149.17 and further authorize the project architect to proceed with the change order, based upon the written proposal submitted.

3. The Mayor and Council having been advised by the municipal finance officer that there are certain funds available in the within bond ordinance to cover the appropriate amount set forth in the change order.

4. That a copy of the within Resolution, duly certified, be forwarded to the project architect, clerk of the works, borough engineer, consulting engineer, and municipal finance officer.

5. Copy of the within resolution shall be retained in the office of the Borough Clerk for public inspection.

Offered by Mr. Merla, seconded by Mr. Hyer

Roll Call Vote: Ayes: Atkins, Merla, Hyer
Absent: Councilmen Bergen, Stalter
Abstain: Councilman Green

ADJOURNMENT

Motion to Adjourn moved by Mr. Hyer, seconded by Mr. Merla with Ayes by all present.

Time of Adjournment: 5:21 PM

Respectfully submitted,

Judith L. Poling

Judith L. Poling, RMC/CMC
Borough Clerk/Administrator

Joanne Clemente

Per Joanne Clemente
Deputy Borough Clerk