BOROUGH OF OCEANPORT

MAYOR & COUNCIL

MINUTES ● FEBRUARY 3, 2022

Workshop | **Clement V. Sommers Municipal Building** | **7:00 PM**

910 Oceanport Way, Oceanport, NJ 07757

I. **Meeting Called to Order:** Mayor Coffey called the meeting to order at 7:00 PM

II. **Statement of Compliance with Open Public Meetings Act:** This meeting complies with the Open Public Meetings Act by adequate and electronic notification on January 5, 2022 of this meeting and its location, date and time to the Asbury Park Press and Two River Times and by the posting of same on the municipal bulletin board and Borough's Web Site.

III. **Flag Salute:** Mayor Coffey led attendees and the members of Council in the flag salute.

IV. **Roll Call:**

Attendee Name	Title	Status	Arrived
Jay Coffey	Mayor	Present	
William Deerin	Councilman	Present	
Richard Gallo	Councilman	Present	
Bryan Keeshen	Councilman	Present	
Michael O'Brien	Councilman	Present	
Thomas Tvrdik	Councilman	Present	
Meghan Walker	Councilwoman	Present	
Jeanne Smith	Borough Clerk	Present	
Scott Arnette	Board Attorney	Present	
Donna M. Phelps	Administrator	Present	
Catherine D. LaPorta	Chief Financial Officer	Present	

V. **RESOLUTION(S):**

#2022-43 Resolution authorizing payment of BILL LIST 02-03-2022

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	William Deerin, Councilman
SECONDER:	Michael O'Brien, Councilman
AYES:	Deerin, Gallo, Keeshen, O'Brien, Tvrdik, Walker

#2022-44 Resolution authorizing waiver of Street Opening Moratorium for 282 E. Main St

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	William Deerin, Councilman
SECONDER:	Richard Gallo, Councilman
AYES:	Deerin, Gallo, Keeshen, O'Brien, Tvrdik, Walker

#2022-45 Resolution authorizing waiver of Street Opening Moratorium for 10 Bridgewaters Drive

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Richard Gallo, Councilman
SECONDER:	William Deerin, Councilman
AYES:	Deerin, Gallo, Keeshen, O'Brien, Tvrdik, Walker

VI. **Administrator's Report:** Ms. Phelps reported on items including annual reviews of employees and volunteers driver's license checks; annual reports for OSHA have been posted; notice from NJAW of their annual maintenance program and a change in their water treatment process beginning February 14 through April; upgrade of lighting in public works garage has been completed and the Borough is now compliant with items during OSHA inspection; submittal of letter of interest to FEMA for new grant funding available towards projects such as the tidal check valve project, stormwater drainage system, elevation of roadways in grading and curbing flooding as well as coordinating with the Army Corps for a movable floodgate and install floodgates at the four bridges that will restrict people from re-entering the borough when it is unsafe; final closeout of Tropical Storm Isaias with a total reimbursement of $115,492.82 including approximately $5,000 for administrative expenses; the contract for trash and recycling coming to end of 2nd year and discussed whether to go back out to bid or take the option for the 3rd year renewal which comes with an increase of $22,000. Ms. Phelps will gather additional numbers for next meeting.

VII. Clerk's Report: Ms. Smith advised that the engineer costs for the trash/collection bid work was $7,600. Ms. Smith reviewed the regular meeting items which were moved forward to the regular meeting with no objections.

Regular Meeting Items:

1. Resolution approving Special Event permit for Girl Scouts
2. Resolution approving certified LOSAP lists for 2021
3. Resolution authorizing a contract with Shore BOE for Student Transportation 2021-2022
4. Resolution authorizing renewed agreement 2022-2023 with Sea Bright for Court Facilities
5. Resolution authorizing an Agreement with MCSPCA for Animal Control Services 2022
6. Resolution awarding contract to Sodon Electric for 2022 electrician services
7. Resolution accepting grant and amended terms for the 2021 MC Open Space Grant Program
8. Resolution appointing CGP&H for Affordable Housing Adm Agent Services
9. Resolution appointing Acacia Financial Group as Financial Advisor for 2022
10. Resolution accepting the Tax Collector's Annual Report for 2021
11. Resolution amending appointments for Special Projects Engineers
12. An Ordinance to Increase Fees for Liquor Licenses
13. Ordinance for Electrical Vehicles
14. Receipt of 2021 Annual Report - Fire Prevention Bureau
15. Mayor & Council - Regular Meeting - Jan 20, 2022 7:00 PM

Ms. Smith discussed the electrical vehicle ordinance and portions of the language that were not mandated. Mayor Coffey asked that Council review and highlight for review for next workshop.

Ms. Smith reported that the DPW Superintendent had requested email accounts be set up for his staff in order to receive work directives, notices and online training classes. She reviewed with the Borough's IT contractor, and it would mean an increase in their contract by approximately $100 per month. Additionally she had reviewed with Intron the additional compliance items for the Borough's JIF cyber-security policy and the Borough had the opportunity to implement additional measures that would qualify the Borough for Tier 2 and 3 incentives which would save the Borough an additional $10,000 per claim at a cost of approximately $1500 annually. Additional measures included multi-factor log in for those working remotely and logging of user entries. All this would require a change order to Intron's contract to increase it by about $2700 which is available in the technology budget for which there were no objections to adding to regular meeting for action. Ms. Smith also advised that she had met with the Monmouth County IT concerning some additional cabling needed to eliminate the need to bring phone from court office into court room and a tripping hazard. She is reviewing and getting quotes from the contractor. Ms. Smith reported that she had sought costs to implement a mapping layer in the Borough's GIS mapping that outlays the streets, their condition, street openings, moratoriums, when last paved etc. which she was requesting approval from her operating budget at a cost of about $4,000 – there were no objections. Lastly, the Planning Board Chairman has appointed a Development Review Committee per the zoning ordinance to perform informal and completeness reviews for applications or potential developer projects. In order for the Board Engineer to attend informal meetings she is requesting that the Council consider increasing the informal application fee from $100 to $250 in order to cover the cost of the engineer's involvement. The hope is that the Committee will cut down on the length of application hearings before the Board and streamline the process.

Lastly Ms. Smith sought guidance on the processing of field use applications and field assignments due to the pending project improvements for Gatta and Community Center Parks. There was discussion on alternative locations (not available) and the current delay in the supply chain for both projects puts the anticipated start to around July/August. Conclusion was that requests could be scheduled as usual for all parks for the spring session.

VIII. Discussion Items:

1. Authorization for Public Sale of One Plenary Retail Consumption License - Mayor Coffey advised that the Borough's census had exceeded 6,000 population. State statute permits the sale of one consumption license for every 3,000. The Borough would issue a bid for the sale and set the minimum purchase amount which would likely be higher than the Fort Monmouth special licenses as it could be used anywhere in town. He estimated a minimum of $350-400,000 would not be inappropriate. As there were no objections, a resolution authorizing the sale would be added to the regular meeting.
2. Planning Board Recommendation - Prohibit Parking on Eastern Terminus of Werah Place. Councilman Tvrdik led discussion on an issue presented by the Planning Board after hearing an application adjacent to the eastern terminum of Werah Place. They have concerns with parking being permitted along that portion as there is a lot of pedestrian traffic using the river access.

Ms. Smith stated it would require an amendment to the ordinance to prohibit parking on that section of Werah Place. As there were no objections, an ordinance would be prepared for introduction at the next meeting.

3. Land Development Ordinance - Rooming Houses. Councilman Keeshen advised that the Borough has received multiple complaints concerning rooming houses which the Borough's ordinance doesn't particularly address limits on in town. Mayor Coffey discussed the differences between rooming house and boarding house, the statutes definition of "family" or persons sharing living expenses, does the owner live on-site, etc. It was decided that the Borough Attorney would look at the ordinance and make a recommendation as to the sufficiency of the ordinance to address it.
4. DEP Funding Opportunity for Stormwater, Flood Reduction Projects. Mayor Coffey led discussion on available grants with application due Feb. 28th. Suburban stormwater management systems are an eligible project and believes the Borough should submit an application and asked the Council if it should be done through a grant writer or with Borough staff. Even if the Borough receives $50,000 its $50,000 they currently don't have and there's no match required. Mayor Coffey asked what would it cost to add in the 7 check valves. Ms. Phelps answered with 10 it would be about $360K. Mayor Coffey asked then should we put in for another 10 – discuss with Bill White, consider applying for a camera to go in and look at all pipes – even apply to the system by the Army at the fort. Discussion ensued. Mayor Coffey finished by saying they've been talking about this for years and thinks we should move forward with the money the Borough has already received and go with installing 10 check valves and see how it works and by September have it wrapped up and installation started/finished. Ten locations to be determined by the Borough Engineer but should include Cayuga Ave, Monmouth Blvd, Itaska Place and Genesse Ave.
5. Memorial Day Parade Committee. Mayor Coffey advised that more volunteers are needed to work on the parade. He's including it in his Mayor's message. Specifically help needed for the coordination at the park before step-off. Paula and past volunteers will continue and hopefully we have more volunteers sign up.
6. Historical Committee Funding. Mayor Coffey next discussed the fund that will expire end of next month for the centennial celebration and whether to continue it or set a different one up. Ms. LaPorta explained the purpose of the dedicated funds and the need to encumber the remaining funds before expiration or it would revert to municipal revenue not anticipated. Rosanne Letson, Historical Committee Secretary was acknowledged from the public and participated in discussion on the plans to complete the book, and continue with a project for historical boards around town, the expenses associated, possible benches for the parks and the issue of raising funds which would have to be done by a 501-3(c) such as a historical society. The current donations on hand would be encumbered to cover remaining expenses related to the book publication. The future handling of donations would be reviewed and brought to Council for decision.

IX. Mayor's Report: All items were addressed in the discussion items.

X. Petitions from the Public: Mayor Coffey opened the meeting to petitions from the public. As no one else from the public appeared, Mayor Coffey closed that portion of the meeting.

XI. Adjournment: As there was no further business, the meeting was adjourned at 8:18 PM on a motion by Councilman Deerin, seconded by Councilman Gallo and approved by Council.

Respectfully submitted,

Jeanne Smith
BOROUGH CLERK