



# BOROUGH OF OCEANPORT

MAYOR & COUNCIL

AGENDA • DECEMBER 14, 2023

Workshop

Clement V. Sommers Municipal Building

7:00 PM

910 Oceanport Way, Oceanport, NJ 07757

**I. Meeting Called to Order**

**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, 2023 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, Statement to the Public**

Often times it may appear that the Mayor & Council take action with very little comment and in many cases by unanimous vote. Many items are of routine business that are placed on a Consent Agenda as they do not require additional discussion. Items not of a routine nature are first listed for discussion at a Workshop meeting prior to being listed for action at a Regular Meeting. Where appropriate, items are referred to a Council Committee for further study and investigation before being returned with a recommendation for the full Council to consider. The members of the Borough Council work via committees along with the Mayor, Borough Clerk and Administration to assure that the members fully understand the matter. There are occasions where matters are presented to the Mayor & Council for discussion and action at the same meeting when of a timely nature.

**IV. Roll Call**

**V. Proclamation - County Commissioner Lillian Burry**

**VI. Proclamation - Richard Gruskos**

**VII. Proclamation - Shore Boys Basketball State Championship**

**VIII. Public Comment on Action Items**

At this time, comments are invited on agenda items only. Upon being recognized by the Mayor, anyone wishing to address the Governing Body, please state your name and address. No member of the public may address or question individual Governing Body members or administration. Although public participation is welcomed and encouraged, the governing body may, through the Mayor or presiding officer, terminate remarks to and/or by any individual not keeping with the conduct of a proper and efficient meeting. The Borough bears no responsibility for comments made by members of the public. In order to permit the fair and orderly expression of public comment, questions from the public will be responded to, if feasible, after the public comment portion of the meeting is closed.

**IX. Action Items**

**X. Clerk's Report**

***Old Business***

1. Minutes of Jan 19, 2023 7:00 PM
2. Minutes of Feb 2, 2023 7:00 PM
3. Minutes of Feb 16, 2023 7:00 PM
4. Minutes of Mar 16, 2023 7:00 PM
5. Minutes of Mar 16, 2023 7:30 PM
6. Minutes of Apr 6, 2023 7:00 PM
7. Minutes of Apr 20, 2023 7:00 PM
8. Minutes of May 4, 2023 7:00 PM

9. Minutes of May 18, 2023 7:00 PM
10. Minutes of Jun 15, 2023 7:00 PM
11. Minutes of Jun 15, 2023 7:30 PM
12. Minutes of Jul 20, 2023 7:00 PM

**Minutes**

13. Regular Meeting Minutes, July 20, 2023
14. Workshop Minutes, November 2, 2023
15. Regular Meeting Minutes, November 2, 2023

**New Business**

16. Resolution setting the date for the 2024 Reorganization Meeting
17. Resolution to amend 2023 budget for FMERA MOU 600 Area Water Service
18. Resolution awarding contract for engineering services for FMERA MOU for 600 Area Water Service
19. Resolution authorizing release of performance guarantee to FM Partners
20. Resolution appointing Mauro Baldanza as seasonal labor for the Public Works Dept
21. Resolution renewing SCAT agreement with Monmouth County for 2024
22. Resolution granting limited waiver of Noise Ordinance for Wolf Hill School Construction
23. Resolution authorizing an exception of Chapter 267 "Noise" for the 2023 Road Program
24. Resolution rescinding Resolution #2023-208, amending contract with Borja Group
25. Resolution authorizing purchase of fire dept equipment through State Contract
26. Resolution terminating dedicated trust for Centennial Celebration
27. Resolution authorizing Tax Sale Redemption #20-00002
28. Resolution authorizing Tax Sale Redemption #23-00005
29. Resolution authorizing Tax Sale Redemption #23-00006
30. Resolution authorizing refund of overpayment - Block 76, Lot 9
31. Resolution authorizing Change of Contractor to Contract for HIP Case #OPRT-2202
32. Resolution awarding contract to Colliers Engineering - Stormwater Pollution Plan Update
33. Resolution authorizing purchase of radio equipment for the police department
34. Resolution authorizing release of performance guarantee for Gardner Hall
35. Resolution authorizing extension of Old Wharf House Project Agreement with Monmouth County
36. Resolution authorizing endorsement of TRWRA Applications to NJDEP for Main Street Extension
37. Resolution approving First Aid Membership - Smith, Anastasia
38. Resolution approving First Aid Membership - Thorne Jr, Randy A
39. Resolution approving First Aid Membership - Laura Tebele
40. Resolution requesting waiver of 390-19(F) - 6 Bayview Place
41. Resolution authorizing an Agreement with MCSPCA for Animal Control Services 2024
42. Resolution authorizing Change Order #1 to Demo Building 555 - AB Kurre
43. Resolution authorizing Change Order #1 to Pickleball Fencing Project - EB Fencing
44. Resolution authorizing the records software & imaging services
45. Resolution authorizing purchase of 1 vehicle for Police Dept through State Contract
46. Resolution authorizing Change Order #2 to Myrtle Ave Drainage Improvements - Lima Charlie Const
47. Resolution authorizing 2023 budget appropriation transfers
48. Resolution authorizing payment of BILL LIST 12-14-2023

- 49. Discussion: Amendments to Chapter 284 Peace and Good Order
- 50. Resolution concerning Fort Monmouth Reuse Plan Amendment #20

**XI. Administrator's Report**

**XII. Mayor's Report**

**XIII. Public Comment**

The meeting has been opened for comments from the public. Upon being recognized by the Mayor or presiding officer, anyone wishing to address the Mayor & Council, please state your name and address. Any member of the public wishing to speak a second time or more will only be recognized after all members of the public wishing to be heard for a first time have been recognized. No member of the public may address or question individual Council members or administration. Although public participation is welcomed and encouraged, the governing body may, through the Mayor or presiding officer, terminate remarks to and/or by any individual not keeping with the conduct of a proper and efficient meeting. The Borough bears no responsibility for comments made by members of the public. In order to permit the fair and orderly expression of public comment, questions from the public will be responded to, if feasible, after the public comment portion of the meeting is closed.

**XIV. Adjournment**

**BOROUGH OF OCEANPORT****MAYOR & COUNCIL****MINUTES • JULY 20, 2023****Regular Meeting****Clement V. Sommers Municipal Building****7:30 PM****910 Oceanport Way, Oceanport, NJ 07757**

- I. **Call to Order:** Mayor Coffey called the regular meeting to order at 10:54 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, Statement to the Public:** Mayor Coffey led attendees and members of the Council in the flag salute.
- IV. **Roll Call:**

| Attendee Name        | Title                   | Status  |
|----------------------|-------------------------|---------|
| Jay Coffey           | Mayor                   | Present |
| William Deerin       | Councilman              | Present |
| Richard Gallo        | Councilman              | Present |
| Bryan Keeshen        | Councilman              | Present |
| Michael O'Brien      | Councilman              | Present |
| Keith Salnick        | Councilman              | Present |
| Thomas Tvrdik        | Councilman              | Present |
| Jeanne Smith         | Borough Clerk           | Present |
| Andrew Bayer         | Board Attorney          | Present |
| Donna M. Phelps      | Administrator           | Present |
| Catherine D. LaPorta | Chief Financial Officer | Present |

- V. **PUBLIC COMMENT - Action Items Only:** Mayor Coffey invited members of the public for comments on action items and with no one from the public appearing, closed that portion of the meeting.

VI. **Consent Agenda:**

- #2023-163 1. Resolution authorizing payment of BILL LIST 08-17-2023
- #2023-164 2. Resolution accepting resignation of Adam Fioretti
- #2023-165 3. Resolution appointing Shane Carroll as seasonal labor for the Public Works Dept
- #2023-166 4. Resolution appointing Jay Swoope as laborer for the Public Works Dept
- #2023-167 5. Resolution appointing a Borough Attorney to fill a vacancy
- #2023-168 6. Resolution authorizing an MOU with FMERA for Engineering Services - Demolition of Bldg 555
- #2023-169 7. Resolution authorizing agreement with Monmouth Beach for Use of Leaf Compost
- #2023-170 8. Resolution awarding contract to Automated Building Controls for duct insulation work
- #2023-171 9. Resolution authoring shared service for purchase of vehicles from Borough of Rumson
- #2023-172 10. Resolution authorizing contract for electrical services to Gatta Park
- #2023-173 11. Resolution authorizing contract for fertilization services
- #2023-174 12. Resolution requesting special permission for Tournament Event and Associated uses at Gatta Park
- #2023-175 13. Resolution authorizing execution of an MOU for NJEMGrants Participation
- #2023-176 14. Resolution authorizing grant application for Lanternfly Chemical Control Treatment
- #2023-177 15. Resolution authorizing MOU with FMERA for Engineering Services - Building 555
- #2023-178 16. Resolution awarding contract for Engineering Services related to FMERA MOU for Bldg 555 demolition
- #2023-179 17. Resolution authorizing Change Order to Contract with Four Star Developers
- #2023-180 18. Resolution authorizing waiver of Street Opening Moratorium for Main Street & Hedge Drive
- #2023-181 19. Resolution renewing Shared Service with Monmouth Beach for use of vehicle by Fire Official
- #2023-182 20. Resolution authorizing Change Order #1 to 2022 Road Program - Meco Inc
- #2023-183 21. Resolution approving First Aid Membership - Bantel, Caitlin

- #2023-184 22. Resolution approving First Aid Membership - Pfleger, Reiss
- #2023-185 23. Resolution approving First Aid Membership - Cooper, Thurston
24. Receipt & Acceptance of Minutes, Parks & Recreation Committee, 05/10/23
25. Receipt & Acceptance of Minutes, Parks & Recreation Committee, 04/19/23

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

## VII. Second Reading & Public Hearing Ordinances:

### #1075 An Ordinance Setting Salary Ranges for Various Positions

Councilman Tvrdik called for the 2nd reading and Public Hearing of an ordinance setting salary ranges and asked the Clerk to read the affidavit of publication of the proposed ordinance by title only "AN ORDINANCE OF THE BOROUGH OF OCEANPORT, COUNTY OF MONMOUTH, STATE OF NEW JERSEY SETTING FORTH AND AMENDING THE SALARY RANGES OF CERTAIN BOROUGH OFFICERS AND BOROUGH EMPLOYEES PASSED AND APPROVED MARCH 16, 1939 AND LAST REVISED AND APPROVED ON JULY 20, 2023 " was published one time in the Two River Times on June 22, 2023.

PUBLIC HEARING: Mayor Coffey opened the meeting for public comment for this ordinance. As no one from the public presented to be heard, the public hearing was closed on a motion by Councilman O'Brien and seconded by Councilman Keeshen.

Councilman Tvrdik made a motion to adopt the ordinance and advertise in accordance with law, which was seconded by Councilman O'Brien.

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

### #1076 Ordinance Accepting Real Property for Right of Way and Road Width of Foggia Way

Councilman Tvrdik called for the 2nd reading and Public Hearing of an ordinance setting salary ranges and asked the Clerk to read the affidavit of publication of the proposed ordinance by title only "AN ORDINANCE OF THE BOROUGH OF OCEANPORT, COUNTY OF MONMOUTH, STATE OF NEW JERSEY AUTHORIZING THE ACCEPTANCE OF REAL PROPERTY FROM 196 MONMOUTH BOULEVARD, LLC TO INCREASE THE RIGHT-OF-WAY AND ROAD WIDTH OF FOGGIA WAY " was published one time in the Two River Times on June 22, 2023.

PUBLIC HEARING: Mayor Coffey opened the meeting for public comment for this ordinance. As no one from the public presented to be heard, the public hearing was closed on a motion by Councilman O'Brien and seconded by Councilman Keeshen.

Councilman Tvrdik made a motion to adopt the ordinance and advertise in accordance with law, which was seconded by Councilman Deerin.

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

## VIII. Resolutions:

### #2023-186 Resolution appointment of a full time Recreation Coordinator

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

**#2023-187** Resolution fixing compensation for employees and officials for 2023

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

**#2023-188** Resolution amending projected costs for the 2023 MC Open Space Grant Application - *Added on Late*

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

**#2023-189** Resolution authorizing purchase of 1 vehicle for Public Works through State Contract - *Added on Late*

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

**IX. First Reading Ordinances:****#1077** Introduction of Ordinance authorizing vacation and fee conveyance of Leonard Ave

Councilman Tvrdik called for the introduction of "**AN ORDINANCE OF THE BOROUGH OF OCEANPORT, COUNTY OF MONMOUTH, STATE OF NEW JERSEY AUTHORIZING THE VACATION AND FEE CONVEYANCE OF LEONARD AVENUE (STREET) IN THE BOROUGH OF OCEANPORT**" and then asked the Clerk to read the proposed ordinance by title only, after which Councilman Tvrdik moved to approve the Ordinance upon first reading and to hold the PUBLIC HEARING on the proposed ordinance at the Council meeting of August 17, 2023 and to advertise same in accordance with the law, which was seconded by Councilman Gallo.

**RESULT:** APPROVED OF FIRST READING [UNANIMOUS] **Next: 8/17/2023 7:30 PM**  
**MOVER:** Thomas Tvrdik, Councilman  
**SECONDER:** Richard Gallo, Councilman  
**AYES:** Deerin, Gallo, Keeshen, O'Brien, Salnick, Tvrdik

**#1078** Introduction of Ordinance approving amended municipal boundary with Eatontown on Fort Monmouth

Councilman Tvrdik called for the introduction of "**ORDINANCE OF THE BOROUGH OF OCEANPORT, COUNTY OF MONMOUTH, STATE OF NEW JERSEY AMENDING THE MUNICIPAL BOUNDARY BETWEEN THE BOROUGH OF OCEANPORT AND EATONTOWN ON FORT MONMOUTH PROPERTY**" and then asked the Clerk to read the proposed ordinance by title only, after which Councilman Tvrdik moved to approve the Ordinance upon first reading and to hold the PUBLIC HEARING on the proposed ordinance at the Council meeting of August 17, 2023 and to advertise same in accordance with the law, which was seconded by Councilman Gallo.

**RESULT:** APPROVED OF FIRST READING [UNANIMOUS] **Next: 8/17/2023 7:30 PM**  
**MOVER:** Thomas Tvrdik, Councilman  
**SECONDER:** Richard Gallo, Councilman  
**AYES:** Deerin, Gallo, Keeshen, O'Brien, Salnick, Tvrdik

**#1079** Introduction of Ordinance Providing for Lease of Blackberry Bay Park Facilities

Councilman Tvrdik called for the introduction of "**ORDINANCE OF THE BOROUGH OF OCEANPORT, COUNTY OF MONMOUTH, STATE OF NEW JERSEY AUTHORIZING AGREEMENTS WITH CHRISTIAN BROTHERS ACADEMY, MONMOUTH UNIVERSITY AND MONMOUTH UNIVERSITY ATHLETIC DEPARTMENT FOR ROWING AT BLACKBERRY BAY PARK**" and then asked the Clerk to read the proposed ordinance by title only, after which Councilman Tvrdik moved to approve the Ordinance upon first reading and to hold the PUBLIC HEARING on the proposed ordinance at the Council meeting of August 17, 2023 and to advertise same in accordance with the law, which was seconded by Councilman O'Brien.

|                  |                                                  |                                |
|------------------|--------------------------------------------------|--------------------------------|
| <b>RESULT:</b>   | <b>APPROVED OF FIRST READING [UNANIMOUS]</b>     | <b>Next: 8/17/2023 7:30 PM</b> |
| <b>MOVER:</b>    | Thomas Tvrdik, Councilman                        |                                |
| <b>SECONDER:</b> | Michael O'Brien, Councilman                      |                                |
| <b>AYES:</b>     | Deerin, Gallo, Keeshen, O'Brien, Salnick, Tvrdik |                                |

**X. Council Standing Committee Reports:**

1. Councilman Deerin, Parks & Recreation – Reported on items including plans for 2024 action camp; requests continue to come in for use of Gatta Park; discussions on conducting a pickle ball court tournament in conjunction with Monmouth Pickle Ball Club; provided details on upcoming Movies in the Park on July 30<sup>th</sup>; committee meeting on Summer's End progress and appealed to the public for donations towards the fireworks.
2. Councilman Gallo, Public Works & Engineering – Reported that the 2022 road program was underway
3. Councilman Keeshen, Public Safety – Reported on items including First Aid and the ambulance from Rumson; loss of volunteer Al DeSantis; progress on updating fire department records and updated training certificates; police reminder to lock cars; and OEM reminder to register for CodeRed alert system
4. Councilman O'Brien, Finance & Administration – extended condolences to Ms. LaPorta and her family on the loss of her father, Al DeSantis; requested on behalf of a resident to keep an ear on the music at the Blu Grotto and compliance with the noise ordinance.
5. Councilman Salnick, Health & Human Services – no report for health and human services; commented on the ordinances requiring residents to prepare items for waste disposal, requested consideration for other shared services with Eatontown or West Long Branch for larger branches and items not to be picked up by Public Works or consider a 1x clean up collection.
6. Councilman Tvrdik, Planning & Development – Reported on items including the presentation for the track and offered his comments and concerns regarding density and compared with the Somerset development; met with representative of DCA inspecting construction office and his comment that the Borough's office is one of the best in the state and thanked the staff for their hard work; resident request for volleyball court at the Community Center for Councilman Deerin and the Rec Committee; status of demolition of building 886 where JCP&L substation will be constructed and buildings 550, 551 and 555; commended members of the First Aid and their training certificates; condolences for the DeSantis family.

**XI. Mayor Coffey's Report:** Reported during Workshop

**XII. Public Comments:** Mayor Coffey opened the meeting to comments from the public. As no one from the public appeared, Mayor Coffey closed that portion of the meeting.

**XIII. Adjournment:** As there was no further business, the meeting was adjourned at 11:16 PM on a motion by Councilman Tvrdik, seconded by Councilman Salnick and approved by Council.

Respectfully submitted,

Jeanne Smith  
BOROUGH CLERK

**BOROUGH OF OCEANPORT****MAYOR & COUNCIL****MINUTES • NOVEMBER 2, 2023****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 7:02 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, 2023 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, Statement to the Public:** Mayor Coffey led attendees and members of the Council in the flag salute.
- IV. **Roll Call:**

| Attendee Name        | Title                   | Status  |
|----------------------|-------------------------|---------|
| Jay Coffey           | Mayor                   | Present |
| William Deerin       | Councilman              | Present |
| Richard Gallo        | Councilman              | Present |
| Bryan Keeshen        | Councilman              | Present |
| Michael O'Brien      | Councilman              | Present |
| Keith Salnick        | Councilman              | Present |
| Thomas Tvrdik        | Councilman              | Present |
| Jeanne Smith         | Borough Clerk           | Present |
| Andrew Bayer         | Borough Attorney        | Present |
| Donna M. Phelps      | Administrator           | Present |
| Catherine D. LaPorta | Chief Financial Officer | Present |

- V. **Clerk's Report:** Ms. Smith provided details for voters on next week's General Election, polling location hours, availability of and early voting locations; advised that FMERA had released Plan Amendment #20 which is currently in an appeal period but had been posted on website and distributed to the governing body to begin reviewing – once released Plan will be distributed officially for comment by professionals, committees, public with response scheduled for the December 14<sup>th</sup> meeting.

**Minutes:**

1. Minutes of Jan 19, 2023 7:00 PM -
2. Minutes of Feb 2, 2023 7:00 PM
3. Minutes of Feb 16, 2023 7:00 PM
4. Minutes of Mar 16, 2023 7:00 PM
5. Minutes of Mar 16, 2023 7:30 PM
6. Minutes of Jul 20, 2023 7:00 PM
7. Minutes of Oct 19, 2023 7:00 PM

Ms. Smith reported that minutes are being worked on with the October 19, 2023 meeting minutes provided in advance of the meeting, and with no objections, was moved to the regular meeting for action.

**Old Business:**

8. Resolution authorizing Change Order #1 to contract with Colliers Engineering - Old Wharf Parking Lot – Ms. Smith advised of the need to increase the contract to provide for additional services related to NJDEP permitting and that the resolution was necessary for the close out of the grant for the project. With no objections, this item was moved to Consent agenda for action.

**New Business:**

9. Resolution authorizing payment of BILL LIST 11-02-2023 - reviewed and moved forward
10. Resolution authorizing 2023 budget appropriation transfers - reviewed and moved forward
11. Resolution to amend 2023 budget for Clean Communities Grant - reviewed and moved forward
12. Resolution authorizing refund of overpayment - Block 91, Lot 12 - reviewed and moved forward
13. Resolution authorizing refund of overpayment - Block 101, Lot 6 - reviewed and moved forward
14. Resolution accepting OEM grant award for FY2023 - reviewed and moved forward

15. Resolution for the sale of bonds to the MCIA - reviewed and moved forward
16. Resolution accepting resignation of Jared Castro Valverde - reviewed and moved forward
17. Resolution appointing an Administrative Assistant for the Court Office - reviewed and moved forward
18. Resolution approving participation in the Multi-Jurisdictional Public Information Program - reviewed and moved forward
19. Resolution awarding contract for 2023 Road Program - reviewed and moved forward
20. Resolution approving Fire Dept Membership - Pagan, John E - reviewed and moved forward
21. Resolution authorizing grant application for Firefighter Equipment - reviewed and moved forward
22. Discussion: 2023 Best Practices Questions: Ms. Smith reported that she along with the Administrator and CFO had reviewed the questions and provided responses, scoring was above what was required to maintain state funding, responses had been certified by Administrator, CFO, Clerk and submitted. Ms. LaPorta added that the minimum score to retain full state funding was 25 and that the Borough had scored 35; there were a number of non-scored questions which provide insight as to what may be new questions for the following year.
23. Discussion: Developers Agreement - Nurses Quarters: Planning Board has approved site plan for the site with a condition for entering a developers agreement with the Borough; Mayor Coffey advised that the Redevelopment attorney was working on preparing an agreement for consideration at the December meeting – no objections.
24. Discussion: Carty Avenue – Request from FMERA to accept roadway dedication, meeting was held with Borough Engineer and FMERA representatives, Councilman Tvrdik to discuss items needed to accept roadway; Borough Engineer will review road requirements, utility and stormwater impacts now that the development is completed and ready to be transferred to the Borough. FMERA is preparing the necessary documents and an ordinance will be prepared early next year for consideration.
25. Discussion: An Ordinance Creating Positions with Salary Range – will create positions for Court Violations Clerk and a Public Works Manager – reviewed and moved forward.
26. Discussion: MOU with FMERA for Engineering Services - 600 Area Water Services – similar to other MOUs done earlier this year to utilize the Borough's Engineer to conduct engineering services for the proposed water project near NJ City University, McAfee Center to transfer water service from the Fort to NJ American Water – no questions, moved forward.
27. Resolution appointing Daniel Swoope as seasonal labor for the Public Works Dept - *Added on Late*, - reviewed and moved forward.

**VI. Administrator's Report:** Ms. Phelps reported on items including the 2023 MEL-JIF dividend received in the amount of \$13,573; meeting with OEM and Little Silver OEM regarding the oyster ring project and potential to work together; TRWRA has completed initial paving of Oceanport Way with final paving to be done after a period of settling; updates from TRWRA on the Sommers Park project; "Welcome to Oceanport" banners are being installed along E. Main Street and thanked Toni Sverapa and Paula Lombardo from Historical Committee for their work on the project; welcomed new Court administrative assistant Michele Mastramonica and Daniel Swoope seasonal DPW laborer; wished outgoing DPW worker Jared Castro-Valverde best of luck on his new endeavors; announced the soft opening of the Wall of Honor, thanked the Kleiberg family for their work on the project, also DPW and Kelly O'Toole as well as Steve Briskey who donated the American and POW flag in honor of his father, names are being added as received and the official unveiling will be held during Veteran's Day ceremonies on Nov. 11.

**VII. Mayor's Report:** Mayor Coffey commented on the amazing Wall of Honor – a living monument and thanked everyone who helped with the project; updates on Netflix including ceremonially signing of the contract and forthcoming is the FMERA Plan Amendment #20 which a draft copy has been provided to the Council; Netflix will be applying for ASPIRE funding from the State and will require a Community benefit committee from the Borough to be established in the upcoming months; updates on the Shrewsbury River dredging project; project for the overhaul of electric services to the Fort properties with a new substation off of Main Street that will update the existing substation currently there so that electric service may transfer to JCP&L

**VIII. Public Comment:** Mayor Coffey opened the meeting for public comment.

Peter Roskowsinski, 43 Sagamore Ave, appealed to the Council for a waiver of the moratorium on his road which was recently paved in order to replace old heating system from oil conversion to gas and would do so in accordance with the ordinance requirements. Ms. Smith advised the Council that she had received the request in writing after the street opening permit application was denied, has been forwarded to the Borough Engineer for recommendation of repairs and that any permit would need to be conditioned on Ordinance #1081's new requirements for fees and penalties. Council consensus was to grant the waiver subject to the conditions of the ordinance. Ms. Smith will prepare a resolution for action during the regular meeting to follow.

Kim Skorka, Little Silver, appearing on behalf of the Libertarian party, appealed to the governing body that they remove portions of the Peace and Good Order code that are outdated, email with list outlining items to be addressed which will be distributed to the

Council. Mayor Coffey commented that it was something they would look at but a quick review showed that there are sections now superseded by State laws, however, would need to wait until 2024 meetings to introduce ordinance to make changes.

Mark Patterson, 40 Itaska Place, advised that the schools received grant funding to begin Pre-K classes and provided details on eligibility, pre-registration and lottery selection and directed the public to the website for additional information.

- IX. **Adjourn to Executive Session:** At 7:39 PM Councilman Keeshen made a motion to adopt the resolution to enter Executive Session which was seconded by Councilman O'Brien and received the following roll call.

**#2023-244** Resolution authorizing an Executive Session, October 19, 2023

|                  |                                                  |
|------------------|--------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                       |
| <b>MOVER:</b>    | Bryan Keeshen, Councilman                        |
| <b>SECONDER:</b> | Michael O'Brien, Councilman                      |
| <b>AYES:</b>     | Deerin, Gallo, Keeshen, O'Brien, Salnick, Tvrdik |

- X. **Return from Executive Session:** At 7:59 PM, the Workshop Meeting was re-opened on a motion by Councilman O'Brien seconded by Councilman Keeshen.
- XI. **Adjournment:** As there was no further business, the meeting was adjourned at 8:00 PM on a motion by Councilman O'Brien, seconded by Councilman Keeshen and approved by Council.

Respectfully submitted,

Jeanne Smith  
BOROUGH CLERK

**BOROUGH OF OCEANPORT****MAYOR & COUNCIL****MINUTES • NOVEMBER 2, 2023****Regular Meeting****Clement V. Sommers Municipal Building****7:30 PM****910 Oceanport Way, Oceanport, NJ 07757**

- I. **Call to Order:** Mayor Coffey called the meeting to order at 8:07 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, Statement to the Public:** Mayor Coffey led attendees and members of Council in the flag salute.

**IV. Roll Call:**

| Attendee Name        | Title                   | Status  |
|----------------------|-------------------------|---------|
| Jay Coffey           | Mayor                   | Present |
| William Deerin       | Councilman              | Present |
| Richard Gallo        | Councilman              | Present |
| Bryan Keeshen        | Councilman              | Present |
| Michael O'Brien      | Councilman              | Present |
| Keith Salnick        | Councilman              | Present |
| Thomas Tvrdik        | Councilman              | Present |
| Jeanne Smith         | Borough Clerk           | Present |
| Andrew Bayer         | Borough Attorney        | Present |
| Donna M. Phelps      | Administrator           | Present |
| Catherine D. LaPorta | Chief Financial Officer | Present |

- V. **PUBLIC COMMENT - Action Items Only:** Mayor Coffey opened the meeting for public comments on the action items only. As no one appeared, Mayor Coffey closed that portion of the meeting.

**VI. Consent Agenda:**

- #2023-245 1. Resolution authorizing payment of BILL LIST 11-02-2023
- #2023-246 2. Resolution authorizing 2023 budget appropriation transfers
- #2023-247 3. Resolution to amend 2023 budget for Clean Communities Grant
- #2023-248 4. Resolution authorizing refund of overpayment - Block 91, Lot 12
- #2023-249 5. Resolution authorizing refund of overpayment - Block 101, Lot 6
- #2023-250 6. Resolution accepting OEM grant award for FY2023
- #2023-251 7. Resolution accepting resignation of Jared Castro Valverde
- #2023-252 8. Resolution approving participation in the Multi-Jurisdictional Public Information Program
- #2023-253 9. Resolution authorizing Change Order #1 to contract with Colliers Engineering - Old Wharf Parking Lot
- #2023-254 10. Resolution approving Fire Dept Membership - Pagan, John E
- #2023-255 11. Resolution authorizing grant application for Firefighter Equipment

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

**VII. Minutes:**

1. Mayor & Council - Regular Meeting - Oct 19, 2023 7:00 PM

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

## VIII. Resolutions:

**#2023-256** Resolution authorizing Tax Sale Redemption #23-00004 – *added on late*

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

**#2023-257** Resolution for the sale of bonds to the MCIA

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

**#2023-258** Resolution appointing an Administrative Assistant for the Court Office

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

**#2023-259** Resolution authorizing an MOU with FMERA for Engineering Services - 600 Area Water Services

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Thomas Tvrdik, Councilman  
**SECONDER:** Bryan Keeshen, Councilman  
**AYES:** Deerin, Gallo, Keeshen, O'Brien, Salnick, Tvrdik

**#2023-260** Resolution awarding contract for 2023 Road Program

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

**#2023-261** Resolution appointing Daniel Swoope as part time laborer for the Public Works Dept - *Added on Late*

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

**#2023-262** Resolution authorizing waiver of Street Opening Moratorium for 43 - *Added from Workshop and Read in Full*

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Thomas Tvrdik, Councilman  
**SECONDER:** Keith Salnick, Councilman  
**AYES:** Deerin, Gallo, Keeshen, O'Brien, Salnick, Tvrdik

## IX. First Reading Ordinances:

**#1086** Introduction of An Ordinance Creating Positions with Salary Range

Councilman Tvrdik called for the introduction of "AN ORDINANCE OF THE BOROUGH OF OCEANPORT, COUNTY OF MONMOUTH,

**STATE OF NEW JERSEY CREATING POSITIONS FOR COURT VIOLATIONS CLERK AND PUBLIC WORKS MANAGER AND SETTING THE SALARY RANGE FOR SAME**" and then asked the Clerk to read the proposed ordinance by title only, after which Councilman Tvrdek moved to approve the Ordinance upon first reading and to hold the PUBLIC HEARING on the proposed ordinance at the Council meeting of December 14, 2023 and to advertise same in accordance with the law, which was seconded by Councilman O'Brien.

|                  |                                                  |                                 |
|------------------|--------------------------------------------------|---------------------------------|
| <b>RESULT:</b>   | <b>APPROVED OF FIRST READING [UNANIMOUS]</b>     | <b>Next: 12/14/2023 7:30 PM</b> |
| <b>MOVER:</b>    | Thomas Tvrdek, Councilman                        |                                 |
| <b>SECONDER:</b> | Michael O'Brien, Councilman                      |                                 |
| <b>AYES:</b>     | Deerin, Gallo, Keeshen, O'Brien, Salnick, Tvrdek |                                 |

**X. Second Reading & Public Hearing Ordinances:**

**#1084 Ordinance Amending Land Development Chapter 390-27 "Portable On Demand Storage"**

Councilman Tvrdek called for the 2nd reading and Public Hearing of an ordinance amending Land Development section for portable on demand storage and asked the Clerk to read the affidavit of publication of the proposed ordinance by title only **"AN ORDINANCE OF THE BOROUGH OF OCEANPORT, COUNTY OF MONMOUTH, STATE OF NEW JERSEY AMENDING LAND DEVELOPMENT CHAPTER 390, SECTION 27 "PORTABLE ON DEMAND STORAGE"** was published one time in the Two River Times on October 26, 2023.

**PUBLIC HEARING:** Mayor Coffey opened the meeting for public comment for this ordinance. As no one else from the public presented to be heard, the public hearing was closed on a motion by Councilman O'Brien and seconded by Councilman Gallo.

Councilman Tvrdek made a motion to adopt the ordinance and advertise in accordance with law, which was seconded by Councilman Deerin.

|                  |                                                  |
|------------------|--------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                       |
| <b>MOVER:</b>    | Thomas Tvrdek, Councilman                        |
| <b>SECONDER:</b> | William Deerin, Councilman                       |
| <b>AYES:</b>     | Deerin, Gallo, Keeshen, O'Brien, Salnick, Tvrdek |

**#1085 Ordinance Repealing Chapter 35, Public Contracts**

Councilman Tvrdek called for the 2nd reading and Public Hearing of an ordinance repealing Chapter 35 Public Contracts and asked the Clerk to read the affidavit of publication of the proposed ordinance by title only **"AN ORDINANCE OF THE BOROUGH OF OCEANPORT, COUNTY OF MONMOUTH, STATE OF NEW JERSEY AMENDING CHAPTER 35 "CONTRACTS PUBLIC" ARTICLE I "PUBLIC CONTRACTS" AND ARTICLE II PROFESSIONAL SERVICE CONTRACTS REPEALING SECTIONS 35-1 TO 35-8 LOCAL PAY-TO-PLAY RESTRICTIONS IN CONFORMANCE WITH THE ELECTIONS TRANSPARENCY ACT"** was published one time in the Two River Times on October 26, 2023.

**PUBLIC HEARING:** Mayor Coffey opened the meeting for public comment for this ordinance. As no one else from the public presented to be heard, the public hearing was closed on a motion by Councilman O'Brien and seconded by Councilman Gallo.

Councilman Tvrdek made a motion to adopt the ordinance and advertise in accordance with law, which was seconded by Councilman Deerin.

|                  |                                                  |
|------------------|--------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                       |
| <b>MOVER:</b>    | Thomas Tvrdek, Councilman                        |
| <b>SECONDER:</b> | Michael O'Brien, Councilman                      |
| <b>AYES:</b>     | Deerin, Gallo, Keeshen, O'Brien, Salnick, Tvrdek |

**XI. Council Standing Committee Reports:**

1. Councilman Deerin, Parks & Recreation – expressed thanks to those who participated in putting together the Wall of Honor; reported on items including: successful Trunk or Treat event; soccer tournament scheduled at Gatta Park this upcoming weekend.
2. Councilman Gallo, Public Works & Engineering – reported on items including: paving of Center Street and Manitto which completes that road program; advised that a grant was awarded for improvements to Port Au Peck Ave.

3. Councilman Keeshen, Public Safety – reported on items including: police department accepting applications for the 17<sup>th</sup> officer; productive planning meeting with First Aid Squad; thanked DPW workers Carroll and Sherman for their work on the used ambulance from Rumson; fire department continues to work on a 5, 10 and 20-year plan; OEM reminds residents to be sure their house numbers are visible for emergency responders.
4. Councilman O'Brien, Finance & Administration – thanked Ms. LaPorta, Ms. Smith and Ms. Phelps for completion of this year's best practices response – exceptionally valuable as it ensures the Borough maintains its state aid; budget winding down for year with transfers being considered and notices to department heads; revenue over \$260,000 to date for Maria Gatta Park rentals which covers the debt service of \$235,000; already securing new rentals and revenue for next year with organizations that haven't yet rented with the overall goal to maintain the ability for residents and school/recreation programs to have access to those fields at no cost with the burden of costs borne by rental users.
5. Councilman Salnick, Health & Human Services – no report for Environmental Commission or Water Watch; Mr. Patterson covered the update on the Pre-School lotter program and the Mayor covered the dredging topic.  
Mayor Coffey asked Mr. Patterson present in the audience if the tour of the schools construction progress had taken place yet and was told this past Fall.
6. Councilman Tvrdik, Planning & Development – Ms. Phelps reported on the miscellaneous sewer projects and repeated advisement that Sommers Park will be closed and fenced off; meetings with utility companies who are opening Port Au Peck Ave for utility upgrades, concerns that new paving hold off until sewer project is completed and made recommendations; demolition of the building 886 is complete to make room for new JCP&L substation – the existing vegetative buffer will remain, however he is aware of a neighbors petition to be submitted with their concerns and suggested discussions at the next workshop on options such as additional buffering; concluded by thanking Ms. Phelps, the Kleiberg family and committee members for their work on the Wall of Honor – great job!

**XII. Mayor Coffey's Report:** Mayor Coffey reported that the Borough had been successful in getting approval for mailboxes on Balmer Court which were installed and mail now being delivered.

**XIII. Public Comments:** Mayor Coffey opened the meeting for Public Comments. As no one from the public appeared, Mayor Coffey closed that portion of the meeting.

**XIV. Adjournment:** As there was no further business, the meeting was adjourned at 8:30 PM on a motion by Councilman O'Brien, seconded by Councilman Deerin and approved by Council.

Respectfully submitted,

Jeanne Smith  
BOROUGH CLERK

**RESOLUTION OF THE BOROUGH OF OCEANPORT  
SETTING THE DATE FOR THE ANNUAL REORGANIZATION MEETING FOR 2024**

**Resolution**

**WHEREAS**, pursuant with the Borough's By-Laws, the Governing Body shall hold its annual reorganization meeting within the first seven (7) days of January of any year,

**NOW THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Oceanport, County of Monmouth, State of New Jersey that the date established for the 2024 Annual Reorganization Meeting shall be Thursday, January 4, 2025, at 7:00 PM.

**BE IT FURTHER RESOLVED** that the Borough Clerk is hereby directed to advertise said meeting in accordance with law.

**RESOLUTION OF THE BOROUGH OF OCEANPORT  
REQUESTING APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION AMENDING THE 2023  
MUNICIPAL BUDGET PER NJSA 40A:4-87 FOR FMERA MOU 600 AREA WATER SERVICE PROJECT**

**Resolution**

**WHEREAS**, N.J.S.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 thereof was not determined at the time of the adoption of the budget, and

**WHEREAS**, said Director may also approve the insertion of any item of appropriation for equal amount, and

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Oceanport hereby request the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2023 in the sum of \$636,906 which item is now available as a revenue from the Fort Monmouth Economic Revitalization Authority 600 Area Water Service Project Fund pursuant to the provisions of statute, and

**BE IT FURTHER RESOLVED**, that a like sum of \$636,906.00 be and the same is hereby appropriated under the caption of FMERA MOU 600 Area Water Service, \$636,906.00.

**BE IT FURTHER RESOLVED**, that the Chief Financial Officer is directed to file this resolution electronically with the Director of Local Government Services.

**RESOLUTION OF THE BOROUGH OF OCEANPORT  
AWARDING A CONTRACT TO COLLIERS ENGINEERING & DESIGN FOR ENGINEERING SERVICES  
RELATED TO PROPOSAL DATED AUGUST 23, 2023 FOR THE INSTALLATION OF A WATER MAIN  
EXTENSION FOR FOUR EXISTING BUILDINGS ON FORMER FORT MONMOUTH KNOWN AS THE "600  
AREA" PURSUANT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE BOROUGH OF  
OCEANPORT AND THE FORT MONMOUTH ECONOMIC REVITALIZATION AUTHORITY (FMERA)**

**Resolution**

**WHEREAS**, the Borough Council adopted Resolutions #2023-259 authorizing a Memorandum of Understanding (MOU) with the Fort Monmouth Economic Revitalization Authority (FMERA) where the Borough of Oceanport will provide engineering and related services for the installation of a water main extension for four (4) existing buildings known as the "600 Area" including specifications, bidding services and observation services in the Oceanport section of Fort Monmouth; and

**WHEREAS**, the services to be provided are deemed to be "professional services" pursuant to the Local Public Contracts Law (N.J.S.A. 40:A 11-1, et seq.) and

**WHEREAS**, the Local Public Contracts Law authorizes the awarding of a Contract for "professional services" without public advertising for bids, provided that the Resolution authorizing the Contract and the Contract itself, are available for public inspection in the Office of the Borough Clerk and that notice of the awarding of the Contract is published in a newspaper of general circulation in the Municipality; and

**WHEREAS**, Colliers Engineering & Design has submitted a proposal dated August 23, 2023 for provision of the requested services; and

**WHEREAS**, having considered the matter in concert with FMERA, the Borough now wishes to authorize the Borough Engineer, Colliers Engineering & Design to perform the engineering services for the proposal dated August 23, 2023 for an amount not to exceed \$53,400.00,

**WHEREAS**, funds are available for said services as indicated by the below Certification of Funds,

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Oceanport as follows:

1. That the Borough of Oceanport has awarded a Professional Service Contract to Colliers Engineering & Design as Borough Engineer for 2023 and the work to be performed will be consistent with their existing contract and the Colliers proposal dated August 23, 2023 for engineering services related to the Borough's MOU with FMERA for installation of water main extension to the 600 Area in the Oceanport section of Fort Monmouth.
2. That authorization is granted for an amount not to exceed \$53,400.00 pursuant with the MOU with FMERA.
3. That the Borough Clerk shall publish a notice of the award in the Two River Times and the resolution and contract shall remain on file in the Borough Clerk's office.
4. That a certified copy of this resolution shall be provided to FMERA's Executive Director, the Borough Administrator, the Borough Engineer and the Chief Financial Officer.

**CERTIFICATION OF FUNDS**

As required by N.J.A.C. 5:34-5.1 et. seq., and any other applicable requirement, I, Catherine D. LaPorta, Chief Financial Officer of the Borough of Oceanport certify that funds are available subject to the State's acceptance of Resolution #2023-\_\_\_\_\_ to amend the budget for an item of revenue not anticipated, not to exceed \$53,400.00 for the above referenced professional services contract.

  
Catherine D. LaPorta, CFO

101 Crawfords Corner Road  
Suite 3400  
Holmdel, New Jersey 07733  
Main: 877 627 3772



August 23, 2023

**VIA EMAIL**

Mayor and Council Members  
Borough of Oceanport  
910 Oceanport Way  
P.O. Box 370  
Oceanport, NJ 07757

Proposal for Professional Services  
Water Main Extension for Buildings 600, 601, 602, & 603  
Borough of Oceanport, Monmouth County, New Jersey  
Colliers Engineering & Design Proposal No.: OPB-0185P

Dear Mayor and Council Members,

Colliers Engineering & Design, Inc. (DBA Maser Consulting) is pleased to submit this proposal for professional engineering and construction observation services associated with the installation of a water main extension for four (4) existing buildings on Fort Monmouth in Oceanport, New Jersey.

This proposal is divided into four sections as follows:

**Section I** – Scope of Services

**Section II** – Business Terms and Conditions

**Section III** – Technical Staff Hourly Rate Schedule and Reimbursable Expenses

**Section IV** – Client Contract Authorization

The order in which the following scope of services is presented generally follows the sequence in which the project will be accomplished; however, depending on the project, the various authorized services contained in this proposal may be performed in a sequence as deemed appropriate by Colliers Engineering & Design (CED) to meet project schedules.

## **Section I – Scope of Services**

Based on our conversations with FMERA and information noted above, we propose to complete the following:

## **PHASE 1.0 BIDDING SERVICES**

Once all the final design plans are approved for bidding, CED will bid the project and assist the Borough throughout the bid process, including bid questions and attendance at the bid opening. We will review all bids received and a Recommendation of Award will be presented for Borough approval at a Council Meeting. The scope of work will include the following tasks:

1. Provide digital construction plans, specifications and bid documents for advertising;
2. Advertise for bids;
3. Prepare and administer pre-bid meeting and site walk-through;
4. Address any pre-bid phase requests for information by bidders;
5. Issue contract clarifications and/or addenda;
6. Attend bid opening;
7. Tabulate and analyze bid results;
8. Furnish recommendation on award of the construction contract; and,
9. Assist in the preparation of formal contract documents for award of the contract.

**Phase 1.0 Lump Sum**

**\$5,250.00**

## **PHASE 2.0 CONSTRUCTION ADMINISTRATION**

We are anticipating up to five (5) weeks to complete this project. CED will perform the following tasks as part of the construction administration for the project:

1. Provide general communication with the Authority and contractor throughout the duration of construction regarding such issues as progress, submittal status, and construction issues and their resolution;
2. Maintain project files, as required;
3. Conduct pre-construction meeting, establish agenda, and issue Notice to Proceed;
4. Review and approve Progress Schedule, Schedule of Submittals, and Schedule of Values required to be submitted by the Contractor;
5. Review shop drawings and keep a log;
6. Provide minor plan changes based upon actual field conditions;
7. Provide photographs of work in progress;
8. Review other submittals as required to evaluate that the proposed materials and equipment conform to the contract documents;
9. Prepare inspection reports and monthly progress reports;
10. Hold scheduled progress meetings; and,
11. Prepare record drawings at the completion of the project; this include as-builts of the entire new system.

**Phase 2.0 Lump Sum**

**\$10,350.00**

### **PHASE 3.0 CONSTRUCTION INSPECTION/OBSERVATION SERVICES**

The scope of work will include the following tasks:

1. Provide construction inspection/observation services. Full time inspection/observation is needed during periods when the contractor is installing pipe, to monitor the contractor's progress and compliance with the contract drawings and specifications. We are anticipating up to five (5) weeks to complete this project;
2. Conduct a weekly construction meeting with the Contractor and Authority to discuss scheduled activities;
3. Prepare daily inspection reports;
4. Review monthly payment requests including the final payment request;
5. Participate in the review and evaluation of potential change orders, including detailed review of cost proposals;
6. Participate in the resolution of issues involving unforeseen field conditions;
7. Prepare punch list of remaining work items; and,
8. Evaluate substantial and final completion and issue certificates of substantial or final completion, as appropriate.

Coordination with the contractor's schedule will ensure that the project is receiving the necessary attention during all phases of construction. In addition, CED will review and approve all payment vouchers submitted by the Contractor before they are presented to the Authority for payment. As the project approaches completion, the Contractor will also be presented with a detailed punch-list of the items requiring repair and/or correction.

Please note that CED accepts no responsibility for construction methodology utilized by the contractors and sub-contractors, including worker health and safety issues.

**Phase 3.0 Lump Sum** **\$37,800.00**

### **Schedule of Fees**

For your convenience, we have broken down the total estimated cost of the project into the categories identified within the scope of services.

| <b>Phase Name</b>                                          | <b>Fee</b>         |
|------------------------------------------------------------|--------------------|
| PHASE 1.0 BIDDING SERVICES                                 | \$ 5,250.00        |
| PHASE 2.0 CONSTRUCTION ADMINISTRATION/OBSERVATION SERVICES | \$10,350.00        |
| PHASE 3.0 CONSTRUCTION INSPECTION/OBSERVATION SERVICES     | \$37,800.00        |
| <b>TOTAL FEE FOR PHASES 1.0 THRU 3.0</b>                   | <b>\$53,400.00</b> |

## Exclusions and Understandings

Services relating to the following items are not anticipated for the project or cannot be quantified at this time. Therefore, any service associated with the following items is specifically excluded from the scope of professional services within this agreement:

1. Any items not specifically defined in the Scope of Services.
2. Construction testing services. Expenses incurred for services, equipment, and facilities not furnished by CED are charged to FMERA at cost plus an up-charge not to exceed 25 percent of the invoice for said work.
3. This proposal does not include exploratory or testing services, interpretations, or conclusions related to determination of potential chemical, toxic, radioactive or other type of contaminants on site.
4. Printing and reproduction costs in excess of that contained in the contract. Such additional costs are not anticipated since contractors will be purchasing sets of the plans and technical specifications directly from this office.

If an item listed herein, or otherwise not specifically mentioned within this agreement, is deemed necessary, CED may prepare an addendum to this agreement for your review, outlining the scope of additional services and associated professional fees regarding the extra services.

## Section II – Business Terms and Conditions

The Business Terms and Conditions are in accordance with the original contract agreement executed with the Borough of Oceanport.

## Section III – Rate Schedule

The Rate Schedule is on file with the Borough of Oceanport.

### **FMERA OBLIGATIONS**

1. FMERA shall provide CED with access to files and allow relevant documents to be utilized.
2. FMERA shall provide application fees for any permits that may be required for the completion of the work.



## Section IV – Client Contract Authorization

I hereby declare that I am duly authorized to sign binding contractual documents. I also declare that I have read, understand, and accept this contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

If you find this proposal acceptable, please sign where indicated above in Section IV, and return one signed copy to this office. Alternatively, please provide a copy of a Resolution or Purchase Order approving this proposal, which shall constitute authorization. This proposal is valid until October 23, 2023.

We very much appreciate the opportunity of submitting this proposal and look forward to performing these services for you.

Sincerely,  
Colliers Engineering & Design, Inc.

A handwritten signature in blue ink, appearing to read "W.H. White, III".

William H.R. White, III, PE, PP, CME, CFM, CPWM  
Oceanport Borough Engineer

WHW/dmm

cc: Kara Kopach, FMERA (via email)  
Joseph Fallon, FMERA (via email)  
Kristy Dantes, FMERA (via email)  
Susan Brasefield, PE, CED (via email)

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**RESOLUTION OF THE BOROUGH OF OCEANPORT AUTHORIZING THE RELEASE OF  
PERFORMANCE GUARANTEES POSTED BY FM PARTNERS, LLC FOR BLOCK 110.06, LOTS 1 & 3  
ALSO KNOWN AS 1600 AVENUE OF MEMORIES (THE FORT MONMOUTH FITNESS CENTER/THE  
FORT ATHLETIC CLUB)**

**Resolution**

**WHEREAS**, FM Partners, LLC (Developer) posted Performance Guarantees for site plan improvements of the development known as the Fort Athletic Club located at 1600 Avenue of Memories also known as Block 110.06, Lots 1 & 3, Borough of Oceanport (pursuant with Resolution #2022-060); and

**WHEREAS**, the Developer has requested release of the Performance Guarantees now that the project has been completed; and

**WHEREAS**, William White, Borough Engineer, Colliers Engineering & Design, has reviewed and does not object to the release of the balance of performance guarantees totaling \$99,301.14 and the cash guarantee of \$11,033.46 in an email report dated November 13, 2023; and

**WHEREAS**, the Borough Council of the Borough of Oceanport has considered the request and the report of the Borough Engineer.

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Oceanport, County of Monmouth and State of New Jersey, that the Performance Guarantees posted by the Developer are hereby authorized for release subject to the developer's satisfaction of the following conditions:

1. Satisfaction and payment of all outstanding escrow and inspection charges attributable to this project:
2. Developer's continued conformance with all requirements of the approvals governing the project and the directives of the Borough Engineer;

**BE IT FURTHER RESOLVED** that the Borough Clerk is hereby authorized and directed to forward a certified copy of this Resolution to the Borough's Chief Financial Officer and Borough Engineer.

**BE IT FURTHER RESOLVED** that the Chief Financial Officer is hereby authorized to issue a check to FM Partners LLC for the total of performance guarantees posted for the project less any amounts necessary to satisfy outstanding escrow and inspection charges.

**RESOLUTION OF THE BOROUGH OF OCEANPORT  
APPOINTMENT OF MAURO BALDANZA AS SEASONAL LABOR IN THE PUBLIC WORKS  
DEPARTMENT**

**Resolution**

**WHEREAS**, the Borough has purchased software for the mapping and maintenance of the Borough's stormwater drainage system; and

**WHEREAS**, Mauro Baldanza currently serves as the Borough's OEM Director and is familiar with the software which is also used for OEM purposes; and

**WHEREAS**, Mr. Baldanza would identify the storm drains and outfalls and set up the initial mapping of the system and provide assistance in the transition to DPW for regular updating thereby saving hours of DPW manpower and time; and

**WHEREAS**, the Public Works Superintendant and Borough Administrator have recommended the appointment of Mauro Baldanza as a part time DPW employee in order to complete the project; and

**WHEREAS**, Mr. Baldanza is willing and able to accept the position,

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor & Council of the Borough of Oceanport, that Mauro Baldanza is hereby appointed to the Department of Public Works for the position of part time labor at a rate of \$25.00 per hour in accordance with the Borough's salary ordinance effective October 16, 2023.

**BE IT RESOLVED**, that a copy of this resolution shall be forwarded to the Public Works Superintendent, Borough Administrator, Chief Financial Officer and the Payroll Clerk.

**From:** [Donna Phelps](#)  
**To:** [Jeanne Smith](#)  
**Cc:** [Steve Briskey](#); [Kelly O'Toole](#); [Oceanport Emergency Management](#)  
**Subject:** Agenda Item - DPW Employee Addition  
**Date:** Wednesday, November 8, 2023 7:14:12 AM

---

Can you please prepare a Resolution for the December 14<sup>th</sup> meeting including Buzz as a part time employee for DPW, effective 10/16/23 at \$25.00 per hour. Buzz agreed to identify the storm drains and outfalls with the new system we have and that is saving DPW time and manpower. Buzz will do the initial mapping and then it will be turned over to DPW for updates. Thanks.

**DONNA M. PHELPS**

**Administrator**

**Borough of Oceanport**

**910 Oceanport Way**

**Oceanport, NJ 07727**

**732-222-8221, ext. 1003**

**RESOLUTION OF THE BOROUGH OF OCEANPORT  
AUTHORIZING EXECUTION OF AN AGREEMENT BETWEEN THE BOROUGH OF OCEANPORT AND  
THE COUNTY OF MONMOUTH PROVIDING "SCAT" SERVICES FOR CY2024**

**Resolution**

**BE IT RESOLVED**, by the Governing Body of the Borough of Oceanport that an Agreement between the Board of Chosen Freeholders of the County of Monmouth, and the Borough of Oceanport, for Special Citizens Area Transportation System (SCAT) for the year 2024 for one-full day per week at a cost of \$155.00 per week, be and the same is hereby approved and confirmed; and

**BE IT FURTHER RESOLVED**, that the Mayor is hereby authorized to execute said agreement on behalf of the Borough of Oceanport, and attested to by the Borough Clerk.

RECEIVED

NOV 13 2023

**Monmouth County**  
**Board of County Commissioners**  
 Borough of Oceanport

DIVISION OF TRANSPORTATION

KATHLEEN LODATO

DIRECTOR

e-mail address

[Kathleen.lodato@co.monmouth.nj.us](mailto:Kathleen.lodato@co.monmouth.nj.us)

TRANSPORTATION LIASON

COMMISSIONER DIRECTOR

THOMAS A. ARNONE

e-mail address

[Thomas.arnone@co.monmouth.nj.us](mailto:Thomas.arnone@co.monmouth.nj.us)

Dear Administrator,

November 8, 2023

Please find enclosed a copy of the Transportation agreement for the period of January 1, 2024 – December 31, 202. This agreement provides Municipal sponsored food shopping transportation for the senior and disabled population of your town.

As Director I would like to inform you that I am able to offer you the same service that your residents have become accustomed to while stabilizing the cost for yet another year, there will be no increase in the transportation rate that you are currently paying, that price will remain stable for one more year, the length of this agreement.

With the ban on plastic bags, we were able to supply the residents that use this service with 1 insulated large bag, and we have informed then that there is a 2 bag limit when using this service, we also informed the clients that making the bags very heavy can cause injury to the drivers and also to themselves. I am hopeful that your Municipality supports our efforts in providing safe and reliable service to our residents.

I look forward to a long working relationship with you and if I can be of any further assistance, please do not hesitate to call me. Please have the agreement placed on your agenda as soon as possible so that it can be voted on and signed, I would like all signed agreements returned no later than December 28, 2023. If you cannot have your signed agreement back by December 28, 2023, it is very important that you call my office so that your transportation service is not interrupted.

Kathleen Lodato, Director

*Kathleen Lodato*

Monmouth County Division of Transportation

THIS AGREEMENT entered into **January 1, 2024** by and between the COUNTY OF MONMOUTH (hereinafter referred to as the COUNTY) and **BOROUGH OF OCEANPORT** hereinafter referred to as the MUNICIPALITY/AGENCY).

WHEREAS, the Monmouth County Board of County Commissioners has established the Special Citizens Area Transportation System (hereinafter referred to as SCAT); and

WHEREAS, the MUNICIPALITY has requested that the COUNTY provide service to eligible residents; and

WHEREAS, it is necessary to set forth the responsibilities of both parties in this agreement.

NOW, THEREFORE, in consideration of the mutual covenants and conditions herein contained and for other good and valuable considerations, it is mutually agreed between the parties as follows: Services to be provided under this Agreement will include transportation to and from local food markets. Destinations and pick-up sites will be determined at the discretion of the SCAT coordinator. Ridership on SCAT vehicles shall include those persons 60 years of age and older, in accordance with the rules and regulations set forth in Title III of the Older Americans Act of 1965, as amended in 1978. Service will be provided without regard to disability, in compliance with the provisions of Section 504 of the Rehabilitation Act of 1973. Ridership will also be extended to disabled persons under 60 years of age as vehicle space and time is available. "Disabled" is defined, as per Title 17 of the New Jersey Administrative Code, as a person who may be classified as having a physical impairment which manifests itself in one or more of the following ways: non-ambulatory, semi-ambulatory, visually impaired, deaf or hearing impaired, having faulty coordination, or having reduced mobility, flexibility, coordination or perceptiveness due to age, physical or mental conditions.

1. Vehicles used to provide services under this agreement will be owned, operated, insured and maintained by the COUNTY. All vehicle drivers will have current Operator's and Commercial Driver's License (CDL).
2. Vehicles shall be housed at the COUNTY garage, Freehold Township, or at location agreed to by the parties concerned. The SCAT coordinator will attempt to schedule maintenance work at a time which will afford the least interruption to the normally established service schedules. The provision of auxiliary transportation in the event of major maintenance or accident will be at the discretion of the coordinator of the SCAT Program or his/her designee.
3. Service will be provided for either a half or a full day as specified in Appendix A to this agreement. The COUNTY reserves the right to re-schedule the days of services based upon the availability of vehicles. The days of operation may be re-scheduled by the SCAT coordinator as needed.
4. Additional days of extended service may be provided under this agreement with authorization of the MUNICIPALITY contingent upon the availability of drivers and vehicles and approval of the SCAT coordinator. The MUNICIPALITY will be charged at the rate of a full day of service, plus \$.18 per mile, door to door.
5. The SCAT coordinator may establish routes which would serve two or more MUNICIPALITIES on a given day as long as the existing level of service in the MUNICIPALITY is maintained or improved.
6. A local coordinator will be supplied by the contracting party, either municipal or private, to aid the SCAT coordinator in daily operations.
7. The MUNICIPALITY will be billed on a quarterly basis for services provided at the per diem rate as set forth in Appendix A. The SCAT coordinator will detail the dates as to when services were provided during the quarter. The MUNICIPALITY will make payments within 30 days of the billing date, providing that the billing is in conformity with this agreement. Such payment shall be made by check, and be made payable to the Treasurer, County of Monmouth.

8. Provision of service by the COUNTY under this agreement is conditional upon continued availability of funding through Title III of the Older Americans Act.
9. This contract will be in effect from **January 1, 2024** to **December 31, 2024**, or until a subsequent contract is executed.
10. Tolls and other over-the-road parking charges incurred by the vehicle in normal operation of the vehicle will be borne by the MUNICIPALITY which requires the vehicle to traverse toll roads or incur parking or other over-the-road costs provided that the vehicle driver furnishes a receipt substantiating such out-of-pocket cost the MUNICIPALITY. A copy of such receipts and record of payment by the MUNICIPALITY shall be furnished to the SCAT coordinator within seven (7) days after use of the vehicle by either the MUNICIPALITY or contracting parties.
11. The COUNTY reserves the right to alter this agreement or to increase the per diem rate for vehicle operation based on increased costs subject to forty-five (45) days' notice.
12. Either party may terminate this agreement upon sixty (60) days written notice to the other party. Notice shall be sent by certified mail return receipt requested to the Monmouth County Board of County Commissioners in the case of the County and the Municipal Clerk in the case of the municipality.

IN WITNESS WHEREOF, the parties hereto have caused those present to be signed by their respective authorized officers and their respective corporate seals to be hereunto affixed the day and year first above mentioned.

ATTEST:

COUNTY OF MONMOUTH  
(seal)

BY: \_\_\_\_\_  
Tamara Brown, Clerk  
Board of County Commissioners

BY: \_\_\_\_\_  
THOMAS A. ARNONE, DIRECTOR  
Monmouth County Board of County  
Commissioners

ATTEST:

MUNICIPALITY  
(seal)

BY: \_\_\_\_\_  
Municipal Clerk

BY: \_\_\_\_\_  
Mayor

## APPENDIX A

MUNICIPALITY:

**BOROUGH OF OCEANPORT**

Days of Service Per Week:

FULL DAYS 1 FULL DAY.

HALF DAYS \_\_\_\_\_

Charges:

RATE\* FULL DAY \$155.00

RATE\* HALF DAY \_\_\_\_\_.

\*Rate is based on average daily passengers.

**RESOLUTION OF THE BOROUGH OF OCEANPORT  
AUTHORIZING A LIMITED WAIVER FROM CHAPTER 267 "NOISE" OF THE CODE OF THE BOROUGH  
OF OCEANPORT FOR RENOVATIONS AT WOLF HILL SCHOOL**

**Resolution**

**WHEREAS**, Wolf Hill School is undergoing renovations that include work on the outside of the building that cannot occur during school hours; and

**WHEREAS**, the Oceanport Board of Education sought relief from the noise ordinance for work to continue over the next 5 weeks beyond the restrictions set by the ordinance; and

**WHEREAS**, due to the exigent circumstances, Mayor Coffey approved the request to perform the work at Wolf Hill School on weekdays through 8:00 PM subject to Council affirmation at the next Council meeting on December 14, 2023,

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Oceanport that the Mayor's approval to allow renovations ongoing at Wolf Hill School during the week up to 8:00 PM is hereby ratified and affirmed.

**BE IT FURTHER RESOLVED**, that a copy of this resolution be filed with the Borough Clerk, Code Enforcement Officer, Chief of Police and Oceanport Board of Education.



# BOROUGH OF OCEANPORT

- COUNTY OF MONMOUTH -  
MUNICIPAL BUILDING

910 OCEANPORT WAY • PO BOX 370 • OCEANPORT, N.J. 07757  
• (732) 222-8221 • [mayor@oceanportboro.com](mailto:mayor@oceanportboro.com) • FAX (732) 222-0904

November 21, 2023

Laura E. Godlesky, Ed.D.  
Superintendent, Oceanport School District  
29 Wolf Hill Avenue  
Oceanport, NJ 07757

## Re: Renovations at Wolf Hill School/Noise Ordinance

Dear Ms. Godlesky:

I am in receipt of your letter dated November 17, 2023, regarding the need for relief from the Borough's noise ordinance restrictions to allow for work to be performed at Wolf Hill school on weekdays through 8:00 pm for the next five weeks. Given the exigent circumstances, the imperative nature of the work and the risks and impact attendant to performing this work during school hours, this letter shall serve as my authorization to perform the work as requested. The noise ordinance allows for exceptions to the 6:00 pm restriction in the interest of public safety and health. The work contemplated, in my opinion, meets this exception. Having said that, I believe that it is incumbent upon the School District to notify the neighboring residents of the proposed work and to provide them with a point of contact in the event of a problem.

Please note that the Borough Council does not meet until December 14, 2023. At that time, I will request that the council ratify and affirm this approval.

Very truly yours,

John F. Coffey II, Mayor

JFC/jc

Cc: Jeanne Smith, Borough Clerk  
Michael Kelly, Chief of Police  
Borough Council Members  
Timothy Griffin, Code Enforcement

**RESOLUTION OF THE BOROUGH OF OCEANPORT  
AUTHORIZING AN EXCEPTION PURSUANT TO CHAPTER 267-4, NOISE EXCEPTIONS FOR THE 2023  
ROAD PROGRAM**

**Resolution**

**WHEREAS**, the Borough of Oceanport is under contract with MECO, Inc. for the construction of improvements related to the 2023 Road Program planned to start this fall 2023/spring 2024; and

**WHEREAS**, the contractor has requested relief from the Noise Ordinance that prohibits outdoor construction between 10pm and 8 am in order to commence work at 7 am as material suppliers for asphalt and concrete close at 3:30 pm and 4 pm respectively which limits the amount of work that can be done in a work day; and

**WHEREAS**, granting the exception pursuant to Chapter 267-4 which states that any public works project is not subject to the prohibitions with prior approval of the Mayor and Council when deemed to be in the public's welfare, safety and for the public good; and

**WHEREAS**, the Mayor & Council have determined that expansion of the work hours will reduce the overall number of days of construction and imposition on the residents and finds it to be for the public good,

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Oceanport that MECO, Inc. is hereby granted an exception to the Noise Ordinance pursuant with Chapter 267-4 for the duration of work related to their contract for the 2023 Road Program.

**From:** [William White](#)  
**To:** [Jeanne Smith](#)  
**Cc:** [Donna Phelps](#); [Bruce Bradford](#); [Kelle Burrough](#)  
**Subject:** 2023 Road Program  
**Date:** Monday, November 20, 2023 2:12:41 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)

**CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Jeanne,

We had the Preconstruction Meeting this morning. The contractor, MECO Construction, is requesting permission from the Council for a 7am construction start for the 2023 Road Program.

Bill

**William White, PE, PP, CME, CFM, CPWM**

Sr. Project Manager | Governmental Services

Principal

[william.white@collierseng.com](mailto:william.white@collierseng.com)

Direct: 732 704 5978 | Cell: 732 241 7874 | Main: 877 627 3772

101 Crawfords Corner Road Suite 3400 | Holmdel, New Jersey 07733



[colliersengineering.com](http://colliersengineering.com) | [affiliated authorized entities](#)



Engineering  
& Design



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**RESOLUTION OF THE BOROUGH OF OCEANPORT  
RESCINDING RESOLUTION 2023-208 AMENDING THE CONTRACT TO THE BORJA GROUP FOR  
FACILITY USE MANAGEMENT CONSULTANT**

**Resolution**

**WHEREAS**, resolution #2023-208 authorized an amendment to the payment terms of the contract awarded to the Borja Group for facility use management consulting services pursuant with resolution #2023-208; and

**WHEREAS**, the Borough Administrator has reviewed amendments with the contractor and has determined that the original terms of the agreement should stand,

**NOW, THEREFORE, BE IT RESOLVED** that Resolution 2023-208 is hereby rescinded and the original contract award to The Borja Group shall take precedence.

**RESOLUTION OF THE BOROUGH OF OCEANPORT  
AUTHORIZING THE PURCHASE OF EQUIPMENT FROM SAFE-T SERVICES THROUGH STATE  
CONTRACT FOR THE OCEANPORT FIRE DEPARTMENT**

**Resolution**

**WHEREAS**, the Oceanport Fire Department has need to purchase turn out gear and funds have been appropriated in the budget for the purchase of said equipment; and

**WHEREAS**, N.J.S.A. 40A:11-3(a), allows for the award of a contract without the necessity of public advertising for bids where the municipality has a Qualified Purchasing Agent, and when the cost or price does not exceed \$44,000.00 or the procurement is made through a State contract; and

**WHEREAS**, Skylands Area Fire Equipment and Training LLC is an authorized agent for SafeT State Contract 17-FLEET-00810 has submitted a quote dated October 16, 2023 for the provision of turnout gear for the Fire Department for a total cost of \$18,748.80; and

**WHEREAS**, the recommendation is to purchase the needed turnout gear from Skylands Area Fire Equipment and Training LLC, an authorized agent for SafeT, 23 Hamburg Turnpike, Unit A, Riverdale, NJ 07457 which is available through State Contract #17-FLEET-00810 for a total amount not to exceed \$18,748.80.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council that the purchase of turnout gear for a total price of \$18,748.80 from Skylands Area Fire Equipment and Training LLC pursuant with State Contract #17-FLEET-00810 is hereby authorized.

**BE IT FURTHER RESOLVED**, that the within Resolution shall be subject to the Borough Chief Financial Officer confirming that funds are available for the stated purpose.

**CERTIFICATION OF FUNDS**

As required by N.J.A.C. 5:34-5.1 et. seq., and any other applicable requirement, I, Catherine D. LaPorta, Chief Financial Officer of the Borough of Oceanport, certify that there are sufficient uncommitted funds available in Account #01-201-25-240-300 in the amount of \$18,748.80 for the stated purpose.

  
Catherine D. LaPorta, CFO

**SKYLANDS AREA FIRE EQUIPMENT AND TRAINING LLC**

23 Hamburg Turnpike, Unit A  
 Riverdale, NJ 07457  
 Office 973-579-3473  
 Mobile: 732-691-8078  
 Email: Angelo@safe-tonline.com

**PROPOSAL****BILL TO:**

Katie LaPorta, CMFO, QPA  
 Borough Of Oceanport  
 910 Oceanport Way  
 Oceanport, NJ 07757

**SHIP TO:**

Borough Of Oceanport  
 930 Oceanport Way  
 Oceanport, NJ 07757  
 Attn: Fire Chief

| DATE       | REP    | FOB | VALID UNITL | TERMS |
|------------|--------|-----|-------------|-------|
| 10/16/2023 | Angelo |     | 4/28/2024   | PO    |

**NJState Contract 17-FLEET-00810**

| QTY.         | ITEM #      | DESCRIPTION                                                                     | UNIT PRICE | TOTAL PRICE        |
|--------------|-------------|---------------------------------------------------------------------------------|------------|--------------------|
| 4            | NJOCEA00083 | Morning Pride LTO 17ID, Pants, Black (FREEFAS)                                  | \$1,461.67 | \$5,846.68         |
| 2            | NJOCEA00086 | Morning Pride LTO 17ID, Tails, Black, PORT-AU-PECK (FREEFAS)                    | \$2,183.99 | \$4,367.98         |
| 2            | NJOCEA00087 | Morning Pride LTO 17ID, Tails, Black, OCEANPORT (FREEFAS)                       | \$2,170.07 | \$4,340.14         |
|              | Hem Patches | PORT-AU-PECK <del>DECATO</del> , PINTO <i>SCALLO</i>                            |            |                    |
|              | Hem Patches | OCEANPORT RYAN, WOLF                                                            |            |                    |
| 4            | 507502      | Haix Eagle Air, Leather Structural Firefighter Boot, NFPA (17-FLEET-00809)      | \$405.00   | \$1,620.00         |
| 2            | MFA-72      | Majestic Kangaroo Leather Structural Firefighter Glove, NFPA, 76W(L)            | \$130.00   | \$260.00           |
| 2            | MFA-72      | Majestic Kangaroo Leather Structural Firefighter Glove, NFPA, 82W(XXL)          | \$135.00   | \$270.00           |
| 4            | Gray25-M/L  | Innotex Particulate Blocking Firefighter Hood (17-FLEET-00833)                  | \$125.00   | \$500.00           |
| 4            | NJRIVD00018 | Ben LR With NFPA EZ-Flips, Std Reflexite Trapezoids & Stabilizer Bracket, Black | \$386.00   | \$1,544.00         |
|              |             | *****Thank You For The Opportunity To Serve You*****                            |            |                    |
| <b>TOTAL</b> |             |                                                                                 |            | <b>\$18,748.80</b> |

Dept. Voucher or Purchase Order  
 will be issued

(Circle One) YES PO# ( ) NO Signed and dated for approval below

**\*A Valid Purchase Order or a written authorization must be received before any order is processed**

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Rank: \_\_\_\_\_

Additional Notes:

Thank you for the opportunity to quote these items. Please contact me with any questions.

**RESOLUTION OF THE BOROUGH OF OCEANPORT  
TERMINATING DEDICATED TRUST RIDER FOR DONATIONS- ACCEPTANCE FO BEQUESTS AND  
GIFTS FOR HISTORICAL TRUST FOR CENTENNIAL CELEBRATION**

**Resolution**

**WHEREAS**, a Resolution was adopted by the Mayor and Council of the Borough of Oceanport on February 21, 2019 requesting approval of the Director of the Division of Local Government Services to establish a Dedicated Trust Rider for "Donations - Acceptance of Bequests and Gifts for Historical Trust for Centennial Celebration" as per N.J.S.A. 40A:5-29, and

**WHEREAS**, permission was granted by the Director of Local Government Services to pay expenditures for the above-mentioned Dedicated Trust Rider in April of 2019 and was scheduled to sunset on March 1, 2021, after our centennial celebration was complete; and

**WHEREAS**, due to COVID-19, our centennial celebration events were postponed to 2021.

**WHEREAS**, a Resolution was adopted by the Mayor and Council of the Borough of Oceanport on October 15, 2020, requesting permission of the Director of Local Government Services to extend the sunset date; and

**WHEREAS**, permission was granted by the Director of Local Government Services to extend the sunset date to March 1, 2022; and

**WHEREAS**, our centennial celebrations are complete, and all funds have been expended.

**NOW, THEREFORE BE IT RESOLVED** that the Mayor and Council of the Borough of Oceanport, County of Monmouth, State of New Jersey hereby terminate the dedication by rider referenced above.

**BE IT FURTHER RESOLVED**, the CFO of the Borough of Oceanport is hereby directed to forward a copy of this resolution to the Director of the Division of Local Government Services.

**RESOLUTION OF THE BOROUGH OF OCEANPORT  
AUTHORIZING REDEMPTION OF TAX SALE CERTIFICATE #20-00002 FOR  
BLOCK 12 LOT 28 KNOWN AS 99 SAGAMORE AVE**

**Resolution**

**WHEREAS**, at the Borough Tax Sale held on October 2, 2020, a lien was sold on Block 12 Lot 28, otherwise known as 99 Sagamore Ave.; and

**WHEREAS**, this lien, known as Tax Sale Certificate 20-00002 was sold to Christiana T C/F CE1/Firsttrust at an interest rate of 0%; and

**WHEREAS**, the owner has redeemed Certificate 20-00002 in the amount of \$57,584.61.

**NOW, THEREFORE, BE IT RESOLVED** that the CFO be authorized to issue a check in the amount of \$57,584.61 payable to Pro Cap 8 FBO Firsttrust Bank, PO Box 774, Fort Washington, PA 19034-0774 for the redemption of Tax Sale Certificate 20-00002.

**BE IT FURTHER RESOLVED**, that the CFO be authorized to issue a check in the amount of \$24,600.00 (Premium) to the aforementioned lienholder.

**RESOLUTION OF THE BOROUGH OF OCEANPORT  
AUTHORIZING REDEMPTION OF TAX SALE CERTIFICATE #23-00005 FOR  
BLOCK 65 LOT 40 KNOWN AS 192 MONMOUTH BLVD**

**Resolution**

**WHEREAS**, at the Borough Tax Sale held on October 5, 2023, a lien was sold on Block 65 Lot 40, otherwise known as 192 Monmouth Blvd.; and

**WHEREAS**, this lien, known as Tax Sale Certificate 23-00005 was sold to Pro Cap 8 FBO Firsttrust Bank at an interest rate of 18%; and

**WHEREAS**, the owner has redeemed Certificate 23-00005 in the amount of \$378.81.

**NOW, THEREFORE, BE IT RESOLVED** that the CFO be authorized to issue a check in the amount of \$378.81 payable to Pro Cap 8 FBO Firsttrust Bank, PO Box 774, Fort Washington, PA 19034-0774 for the redemption of Tax Sale Certificate 23-00005.

**RESOLUTION OF THE BOROUGH OF OCEANPORT  
AUTHORIZING REDEMPTION OF TAX SALE CERTIFICATE #23-00006 FOR  
BLOCK 65 LOT 41 KNOWN AS 190 MONMOUTH BLVD**

**Resolution**

**WHEREAS**, at the Borough Tax Sale held on October 5, 2023, a lien was sold on Block 65 Lot 41, otherwise known as 190 Monmouth Blvd.; and

**WHEREAS**, this lien, known as Tax Sale Certificate 23-00006 was sold to Pro Cap 8 FBO Firsttrust Bank at an interest rate of 18%; and

**WHEREAS**, the owner has redeemed Certificate 23-00006 in the amount of \$378.81.

**NOW, THEREFORE, BE IT RESOLVED** that the CFO be authorized to issue a check in the amount of \$378.81 payable to Pro Cap 8 FBO Firsttrust Bank, PO Box 774, Fort Washington, PA 19034-0774 for the redemption of Tax Sale Certificate 23-00006.

**RESOLUTION OF THE BOROUGH OF OCEANPORT  
AUTHORIZING REFUND FOR OVERPAYMENT FOR BLOCK 76, LOT 9 KNOWN AS 486 DRIVEWAY**

**Resolution**

**WHEREAS**, the following property is due a refund due to an overpayment from the property owner; and

**WHEREAS**, the Tax Collector is recommending that the amount of overpayment due be refunded

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Oceanport that the Tax Collector is hereby authorized to refund overpayment to the following property owner as follows:

Block 76 Lot 9  
Sheftel, Ryan  
486 Driveway  
Oceanport, NJ 07757

\$3,449.30

**RESOLUTION OF THE BOROUGH OF OCEANPORT  
COUNTY OF MONMOUTH, STATE OF NEW JERSEY  
AUTHORIZING CHANGE OF CONTRACTOR TO CONTRACT FOR OCEANPORT HOME  
IMPROVEMENT PROGRAM CASE #OPRT-2202**

**Resolution**

**WHEREAS**, the Borough awarded a contract to Four Star Developers pursuant with Resolution #2023-64 and #2023-179 for Home Improvement Program Case #OPRT-2202; and

**WHEREAS**, the Borough has retained CGP&H, a professional affordable housing consultant, to administer the HIP; and

**WHEREAS**, CGP&H's Program Inspector and Project Manager have submitted a Change of Contractor Order, dated 11/15/2023, to award a contract to **A-Plus Construction Inc., 18 Station Road, Lincoln Park, NJ 07035** to complete the outstanding improvements as the homeowner was unhappy with the work and under the construction agreement conditions was able to terminate Four Star Developers; and

**WHEREAS**, there is no change to the contract amount of \$20,060.00 and the balance of work will be completed within the amount awarded; and

**WHEREAS**, the Borough Council having considered same believes the change order is necessary and will be effectuated,

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor & Council, that:

1. The Borough hereby approves Change of Contractor Order to **A-Plus Construction Inc., 18 Station Road, Lincoln Park, NJ 07035** for the balance of work related to HIP Case #OPRT-2202.
2. The total contract amount of \$20,060.00 remains unchanged.
3. Upon the execution of this Resolution, the HIP shall continue to process Case # OPRT-2202.

**BE IT FURTHER RESOLVED** that a copy of this resolution will be forwarded to:

- Donna M. Phelps, Municipal Housing Liaison
- Catherine D. LaPorta, Chief Financial Officer
- CGP&H  
1249 South River Road, Suite 301  
Cranbury, NJ 08512-3633

**Oceanport Borough  
Home Improvement Program  
910 Oceanport Way - PO Box 370  
Oceanport, NJ 07757**

**Homeowner: Vanessa Marcantuono**

**Property Address:**  
**108 Monmouth Blvd.**  
**Oceanport, NJ 07757**

**Case#: OPRT-2202**

|                  |               |
|------------------|---------------|
| <b>Block: 12</b> | <b>Lot: 4</b> |
|------------------|---------------|

**Inspection Date: 10/25/2022**

Report Date: 10/31/2022

Revised Date: 11/15/2023

## Repair Bid Sheet

**Phone:****Email:**

**ALTERATIONS TO THIS DOCUMENT OR FAILURE TO TYPE OR PRINT BID PRICES CLEARLY MAY RESULT IN THE REJECTION OF YOUR BID.**

| Item | BID ITEMS                                   | BID PRICE |
|------|---------------------------------------------|-----------|
| 1.   | BAY WINDOW REPAIR:                          | 2200      |
| 2.   | SIDE MASTER BEDROOM CASEMENT WINDOW REPAIR: | 900       |
| 3.   | HALL BATH CASEMENT WINDOW REPLACEMENT:      | 2000      |
| 4.   | KITCHEN EXHAUST FAN REPAIR:                 | 500       |
|      | TOTAL:                                      | \$600     |

Repair Bid Awarded  
by Homeowner  
12/1/23  
*[Signature]*

**THE CONTRACTOR MUST SUBMIT A COST FOR EACH LINE ITEM IN THE SCOPE OF WORK OR THE BID WILL BE DISQUALIFIED. COSTS LISTED MUST REFLECT ANY ELIGIBLE REBATES.**

*Wm Brownlee Plc* **A-PLUS CONSTRUCTION INC.**

Print Name & Company: 18 STATION ROAD

NJHIC Registration #: 13✓400496500

Signature: BL LINCOLN PARK N.J 07035

Date: 11/21/23

Phone: 973/288888

**INCLUDE ALL INFORMATION OR BID WILL BE DISQUALIFIED**

# Contractor Award Checklist

|                   |                                                   |                          |                               |
|-------------------|---------------------------------------------------|--------------------------|-------------------------------|
| <b>Contractor</b> | <b>A-Plus Construction, Inc.</b>                  | <b>Contractor Status</b> | <b>Active - Recent Bidder</b> |
| <b>Program</b>    | <b>Oceanport Borough Home Improvement Program</b> | <b>Case Number</b>       | <b>OPRT-2202</b>              |
| <b>Homeowner</b>  | <b>Vanessa Marcantuono</b>                        | <b>Rehab Specialist</b>  | <b>Migdalia Guzman</b>        |
| <b>Address</b>    | <b>108 Monmouth Blvd., Oceanport, NJ 07757</b>    | <b>Inspector</b>         | <b>Dean Fontenelli</b>        |

| Task                                                                             | To Be Performed By | Initials of Staff Member | Verification Completed Date | Effective Through Date | Comments                                                       |
|----------------------------------------------------------------------------------|--------------------|--------------------------|-----------------------------|------------------------|----------------------------------------------------------------|
| Contractor Business Registration                                                 | SHRS               | DL                       | 12/1/23                     | N/A                    |                                                                |
| Home Improvement Contractor (HIC) registration from NJ Dept. of Consumer Affairs | SHRS               | DL                       | 12/1/23                     | 03/31/2024             |                                                                |
| Contractor W-9                                                                   | SHRS               | DL                       | 12/1/23                     | N/A                    |                                                                |
| Contractor <i>Certificate</i> of Insurance for General Liability                 | SHRS               | DL                       | 12/1/23                     | 05/08/2024             |                                                                |
| Contractor <i>Certificate</i> of Insurance Worker Comp (if applicable)           | SHRS               | DL                       | 12/1/23                     | 08/04/2024             |                                                                |
| Applicable Lead Certification (for houses built prior to 1978) (if applicable)   | SHRS               | DL                       | 12/1/23                     | 03/02/2025             |                                                                |
| Check sam.gov for federally funded programs to confirm not excluded/debarred     | SHRS               | N/A                      | N/A                         | N/A                    | Program is not Federally funded.                               |
| Confirm Contractor Current Name and Address                                      | INSP               | DF                       | 12/01/2023                  | N/A                    | Compare Contractor Affidavit to Salesforce Contractor Account. |
| Contractor math correct on Bid                                                   | SHRS/<br>INSP      | DL/DF                    | 12/01/2023                  | N/A                    | \$5,600.00. DL 12/1/23                                         |
| Compare pricing to cost estimate and check product spec sheet                    | INSP               | DF                       | 12/01/2023                  | N/A                    |                                                                |
| Contractor Reference Check                                                       | SHRS               | N/A                      | N/A                         | N/A                    | References previously checked.                                 |
| Review of Bids with Homeowner                                                    | INSP               | DF                       | 12/01/2023                  | N/A                    |                                                                |
| When applicable, new contractor probationary period                              | INSP               | N/A                      | N/A                         | N/A                    |                                                                |

## BUSINESS REGISTRATION VERIFICATION LINKS

NJ: Business Registration lookup: [https://www1.state.nj.us/TYTR\\_BRC/jsp/BRCLLoginJsp.jsp](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLLoginJsp.jsp)

NJ: Home Improvement Registration lookup: <https://newjersey.mylicense.com/verification/>

PA: Home Improvement Registration lookup: <https://hicsearch.attorneygeneral.gov/>

Approved:



David Landri, Senior Housing Rehabilitation Specialist

12/1/2023

Date

Form **W-9**  
(Rev. November 2017)  
Department of the Treasury  
Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Give Form to the requester. Do not send to the IRS.**

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**A-Plus Construction, Inc.**

**2** Business name/disregarded entity name, if different from above

**3** Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC      ☐ C Corporation      ☒ S Corporation      ☐ Partnership      ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶ \_\_\_\_\_

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

**5** Address (number, street, and apt. or suite no.) See instructions.  
**18 Station Road**

**6** City, state, and ZIP code  
**Lincoln Park, NJ 07035**

**7** List account number(s) here (optional)

**8** Requester's name and address (optional)

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

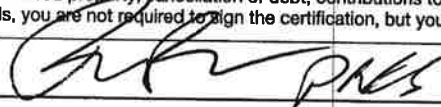
| Social security number         |   |   |   |   |   |   |   |   |   |
|--------------------------------|---|---|---|---|---|---|---|---|---|
|                                |   |   |   |   |   |   |   |   |   |
| or                             |   |   |   |   |   |   |   |   |   |
| Employer identification number |   |   |   |   |   |   |   |   |   |
| 2                              | 2 | - | 3 | 7 | 8 | 6 | 5 | 1 | 4 |

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**      Signature of U.S. person ▶       Date ▶ 3/12/2018

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



# STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

**Taxpayer Name:** A-PLUS CONSTRUCTION, INC.

**Trade Name:**

**Address:** 18 STATION ROAD  
LINCOLN PARK, NJ 07035-1758

**Certificate Number:** 0777203

**Effective Date:** May 07, 2001

**Date of Issuance:** May 11, 2015

**For Office Use Only:**

20150511181831437



# NEW JERSEY DIVISION OF CONSUMER AFFAIRS

**Cari Fais**  
Acting Director  
[Read Bio](#)



## License Information

Accurate as of April 11, 2023 12:36 PM

[Return to Search Results](#)

## Documents

No Public Documents

**Name:** A-PLUS CONSTRUCTION, INC.  
**Owner Name:** Roman Pazowski  
**Address:** 18 Station Road,  
Lincoln Park, NJ 07035

**Profession:** Home Improvement Contractors  
**License Type:** Home Improvement Contractor  
**License No:** 13VH00996500

**Doing Business As:**

**License Status:** Active  
**Issue Date:** 7/20/2005

**Status Change Reason:** License Issuance  
**Expiration Date:** 3/31/2024

For Contractors needing information regarding registration contact the New Jersey Home Improvement Contractors registration section (973) 424-8150 prompt #2. For consumers requiring information concerning Contractor complaints contact the New Jersey Home Improvement Contractors complaints section (973) 424-8150 prompt #6.

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# CERTIFICATE OF LIABILITY INSURANCE

10.31.a

DATE (MM/DD/YYYY)

05/10/23

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                                           |  |                                                                                                                                                                                                               |  |
|---------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>PRODUCER</b><br><b>CHOICE INTERNATIONAL AGENCY INC</b><br>348 Main Ave<br>Wallington, NJ 07057<br>License #:           |  | <b>CONTACT NAME:</b> GRAZYNA TORBUS<br><b>PHONE (A/C, No, Ext):</b> (973)773-7448<br><b>FAX (A/C, No):</b> (973)773-7181<br><b>E-MAIL ADDRESS:</b> grace@choiceagencyins.com                                  |  |
| <b>INSURED</b><br><b>A-PLUS CONSTRUCTION INC</b><br>18 Station Rd<br>Lincoln Park, NJ 07035<br>973-628-8888 cell NJ 07035 |  | <b>INSURER(S) AFFORDING COVERAGE</b><br><b>INSURER A:</b> Rutgers Casualty Ins<br><b>INSURER B:</b> ARI Insurance Company<br><b>INSURER C:</b><br><b>INSURER D:</b><br><b>INSURER E:</b><br><b>INSURER F:</b> |  |
|                                                                                                                           |  | <b>NAIC #</b><br>42390<br>13900                                                                                                                                                                               |  |

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                               | ADDL INSD  | SUBR WVD   | POLICY NUMBER  | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                          |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|----------------|-------------------------|-------------------------|---------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY                                                                                | Y          | N          | SKP 2900726 29 | 05/08/23                | 05/08/24                | EACH OCCURRENCE \$ 1,000,000                                                    |
|          | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR                                                                  |            |            |                |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000                            |
|          |                                                                                                                                                 |            |            |                |                         |                         | MED EXP (Any one person) \$ 5,000                                               |
|          |                                                                                                                                                 |            |            |                |                         |                         | PERSONAL & ADV INJURY \$ 1,000,000                                              |
|          |                                                                                                                                                 |            |            |                |                         |                         | GENERAL AGGREGATE \$ 2,000,000                                                  |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC |            |            |                |                         |                         | PRODUCTS - COMP/OP AGG \$ 2,000,000                                             |
|          | OTHER:                                                                                                                                          |            |            |                |                         |                         | \$                                                                              |
|          | <b>AUTOMOBILE LIABILITY</b>                                                                                                                     |            |            |                |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$                                          |
|          | <input type="checkbox"/> ANY AUTO                                                                                                               |            |            |                |                         |                         | BODILY INJURY (Per person) \$                                                   |
|          | <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS                                                              |            |            |                |                         |                         | BODILY INJURY (Per accident) \$                                                 |
|          | <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY                                                         |            |            |                |                         |                         | PROPERTY DAMAGE (Per accident) \$                                               |
|          |                                                                                                                                                 |            |            |                |                         |                         | \$                                                                              |
|          | <b>UMBRELLA LIAB</b>                                                                                                                            |            |            |                |                         |                         | EACH OCCURRENCE \$                                                              |
|          | <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR                                                                             |            |            |                |                         |                         | AGGREGATE \$                                                                    |
|          | <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$                                                                              |            |            |                |                         |                         | \$                                                                              |
| B        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>                                                                                            | Y / N<br>Y | N / A<br>N | PWC1069090     | 08/04/22                | 08/04/23                | <input type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER |
|          | E.L. EACH ACCIDENT \$ 500,000                                                                                                                   |            |            |                |                         |                         |                                                                                 |
|          | E.L. DISEASE - EA EMPLOYEE \$ 500,000                                                                                                           |            |            |                |                         |                         |                                                                                 |
|          | E.L. DISEASE - POLICY LIMIT \$ 500,000                                                                                                          |            |            |                |                         |                         |                                                                                 |
|          | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below           |            |            |                |                         |                         |                                                                                 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**ADDITIONAL INSURED:**

CGP&H, LLC: 1249 South River Rd., Suite 301, Cranbury, NJ 08512

**CERTIFICATE HOLDER****CANCELLATION**

|                                                                                |                                                                                                                                                                |
|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CGP&amp;H, LLC</b><br>1249 South River Rd., Suite 301<br>Cranbury, NJ 08512 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
|                                                                                | AUTHORIZED REPRESENTATIVE<br>                                              |

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**RESOLUTION OF THE BOROUGH OF OCEANPORT  
AWARDING CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES TO COLLIERS  
ENGINEERING & DESIGN FOR THE STORMWATER POLLUTION PREVENTION PLAN UPDATE**

**Resolution**

**WHEREAS**, the Borough of Oceanport is a duly organized Municipal Corporation (hereinafter referred to as "Borough") having principal offices at 910 Oceanport Way, Oceanport, New Jersey 07757; and

**WHEREAS**, there is a need for the Borough to obtain engineering services for updates to the Borough's Stormwater Pollution Prevention Plan; and

**WHEREAS**, the services to be provided are deemed to be "professional services" pursuant to the Local Public Contracts Law (N.J.S.A. 40:A 11-1, et seq.) and

**WHEREAS**, the Local Public Contracts Law authorizes the awarding of a Contract for "professional services" without public advertising for bids, provided that the Resolution authorizing the Contract and the Contract itself, are available for public inspection in the Office of the Borough Clerk and that notice of the awarding of the Contract is published in a newspaper of general circulation in the Municipality; and

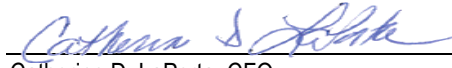
**WHEREAS**, Colliers Engineering & Design has submitted a proposal dated October 31, 2023 to provide engineering services for the Stormwater Pollution Prevention Plan updates project totaling \$3,700.00 and having considered the matter, the Borough now wishes to authorize the Borough's Engineer, Collier's Engineering & Design to perform the engineering services for the project.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Oceanport as follows:

1. That the Borough of Oceanport has awarded a Professional Service Contract to Collier's Engineering & Design as Borough Engineer for 2023 and the work to be performed will be consistent with their existing contract and a proposal for engineering services dated October 31, 2023 for the Stormwater Pollution Prevention Plan updates project.
2. That the compensation associated with the proposal shall not exceed \$3,700.00.
3. That the within Resolution shall be subject to the Borough CFO confirming that funds are available for the stated purpose.

**CERTIFICATION OF FUNDS**

As required by N.J.A.C. 5:34-5.1 et. seq., and any other applicable requirement, I, Catherine D. LaPorta, Chief Financial Officer of the Borough of Oceanport certify that funds are available in budget Account #01-201-20-165-243, not to exceed \$3,700.00 for the above referenced professional services contract.

  
Catherine D. LaPorta, CFO

101 Crawfords Corner Road  
Suite 3400  
Holmdel, New Jersey 07733  
Main: 877 627 3772



## Client Authorization Form

**Date:** October 31, 2023  
**Client:** Oceanport Borough  
**Project name:** NJDEP Municipal Stormwater Permit  
**Task name:** Stormwater Pollution Prevention Plan Update  
**Colliers Engineering & Design project no.:** OPB001

We request your review and authorization of services as outlined below in order to proceed:

**Services requested by:** NJDEP MS4 Permit

**Description of service contract scope:**

Colliers Engineering & Design, Inc. (DBA Maser Consulting) proposes to provide the following service(s):  
The recent renewal of the Borough's MS4 permit requires a few additional items to be addressed and one being the updating of the Stormwater Pollution Prevention Plan. The following scope is to address the required updates to the SPPP:

1. Review the existing SPPP (2018) for the municipality.
2. Draft the 2023 SPPP per the updated NJDEP template in accordance with the 2023 NJDEP MS4 Tier A Renewal Permit.
3. Utilize the data presented in the 2018 SPPP to provide a basis for the MS4 program moving forward in the 2023 Permit.
4. Review Drafted SPPP with the Borough's Stormwater Coordinator and DPW Director.
5. Visit the Municipal DPW yard to review any new or updated permit compliance items which need to be detailed in the new SPPP.
6. Following the field meeting, finalize the SPPP and submit to NJDEP via the online submission system.
7. Should comments be received by the NJDEP, additional updates and follow-up may be necessary. This scope includes one (1) set of revisions to the SPPP and resubmission to the NJDEP for final approval.

**The Business Terms and Conditions of the original contract shall still apply.**

Services outlined above shall be invoiced:

- ☐ **Per diem/hourly**  
☒ **Lump sum**

**Payment terms are NET30 of receipt of invoice.**

**Estimated Budget = \$** \_\_\_\_\_

**Fee = \$** 3,700.00

I (we) hereby authorize the services to proceed as outlined above:

Client Authorization Form prepared by:

William White

\_\_\_\_\_  
**Signer's Name (Print)**

\_\_\_\_\_  
**Project Manager's Name (Print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

  
\_\_\_\_\_  
**Project Manager's Signature**

10/31/2023

Please sign the form where indicated & email or mail to Colliers Engineering & Design for our records.

**RESOLUTION OF THE BOROUGH OF OCEANPORT  
AUTHORIZING THE PURCHASE OF EQUIPMENT FROM GTBM INC. FOR RADIO EQUIPMENT  
THROUGH STATE CONTRACT FOR THE OCEANPORT POLICE DEPARTMENT**

**Resolution**

**WHEREAS**, the Oceanport Police Department has need to purchase (22)twenty-two portable radios and the necessary installation software and equipment; and

**WHEREAS**, N.J.S.A. 40A:11-3(a), allows for the award of a contract without the necessity of public advertising for bids where the municipality has a Qualified Purchasing Agent, and when the cost or price does not exceed \$44,000.00 or the procurement is made through a State contract; and

**WHEREAS**, GTBM, Inc., has submitted a quote dated October 20, 2023 for the provision of (22) Twenty-two portable radios and the necessary installation software and equipment for a total cost of \$53,354.40; and

**WHEREAS**, the recommendation is to purchase (22) Twenty-two portable radios and the necessary installation software and equipmen from GTBM, Inc., 351 Paterson Ave, East Rutherford, NJ 07073 which is available through State Contract #T0109 for a total amount not to exceed \$53,354.40.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council that the purchase of (22) Twenty-two portable radios and the necessary installation software and equipmen for a total price of \$53,354.40 from GTBM, Inc., 351 Paterson Ave, East Rutherford, NJ 07073, State Contract #T0109 is hereby authorized.

**BE IT FURTHER RESOLVED**, that the within Resolution shall be subject to the Borough Chief Financial Officer confirming that funds are available for the stated purpose.

**CERTIFICATION OF FUNDS**

As required by N.J.A.C. 5:34-5.1 et. seq., and any other applicable requirement, I, Catherine D. LaPorta, Chief Financial Officer of the Borough of Oceanport, certify that there are sufficient uncommitted funds available in Account #01-201-44-900-903 in the amount of \$53,354.40 for the stated purpose.

  
Catherine D. LaPorta, CFO

**GIBMI INC**

351 PATERSON AVE,  
EAST RUTHERFORD, NJ 07073  
Phone: (201) 935-5090 Fax: (201) 935-  
7022

**Kenwood Portable for Monmouth County  
System****10.33.a**Number: **BM-2258**Date: **10/20/2023****Bill To:**

Mike Chenoweth  
Oceanport Police  
315 East Main Street  
Oceanport, NJ 07757  
Phone: (732)222-6300 x:ext100  
Email:  
mchenoweth@oceanportpolice.org

**Ship To:**

Mike Chenoweth  
Oceanport Police  
315 East Main  
Street  
Oceanport, NJ  
07757

| Srl | Part Number | Description | Unit Price | Qty. | Price |
|-----|-------------|-------------|------------|------|-------|
|-----|-------------|-------------|------------|------|-------|

|   |        |                                                                                                                                                                                                                 |             |    |              |
|---|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----|--------------|
| 1 | VP5430 | VP5430 portable radio, limited keypad, display, whip antenna, belt clip, P25 phase 2 trunking, AES encryption, over the air reprogramming, single unit rapid charger, 2600 mAH lithium battery, 3 year warranty | \$ 2,425.20 | 22 | \$ 53,354.40 |
|---|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----|--------------|

1 item(s)

Sub-Total \$ 53,354.40

Tax @ 6.625% \$ 0.00

Freight

Total \$ 53,354.40

**Payment Details**

Pay by: Govt. Issued Purchase Order  
Payment Term: 30 days

**Terms and Conditions**

Priced in accordance with NJ State contract 83911.

**Shipping and Delivery Details**

Shipping via: UPS Ground

Prepared by: **Dick Cottrell**Phone: **2012406948**

70109

**RESOLUTION OF THE BOROUGH OF OCEANPORT AUTHORIZING THE RELEASE OF  
PERFORMANCE GUARANTY TO SOMERSET DEVELOPMENT FOR THE PROJECT KNOWN AS  
BLOCK 110.19, LOT 1 - GARDNER HALL**

**Resolution**

**WHEREAS**, Somerset Development LLC (Developer) posted Performance Guarantees for site plan improvements of the development known as 2 Signal Ave (aka Gardner Hall) located on Block 110.19, Lot 1, Borough of Oceanport; and

**WHEREAS**, the Developer has requested release of the Performance Guarantees now that the project is completed; and

**WHEREAS**, William White, Borough Engineer, has reviewed and does not object to the release of the balance of the performance guarantees posted including the cash portion totaling \$42,941.40 in a letter report dated November 17, 2023; and

**WHEREAS**, the Borough Council of the Borough of Oceanport has considered the request and the report of the Borough Engineer,

**NOW, THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of Oceanport, County of Monmouth and State of New Jersey, that the Performance Guaranty posted by the Developer is hereby authorized for release subject to the developer's satisfaction of the following conditions:

1. Satisfaction and payment of all outstanding escrow and inspection charges attributable to this project;
2. Developer's continued conformance with all requirements of the approvals governing the project and the directives of the Planning Board and Borough Engineer;

**BE IT FURTHER RESOLVED** that the Borough Clerk is hereby authorized and directed to forward a certified copy of this Resolution accompanying correspondence from the Borough Engineer to Somerset Development LLC, the Borough's Chief Financial Officer and Borough Engineer.

**BE IT FURTHER RESOLVED** that the Chief Financial Officer is hereby authorized to issue a check to Somerset Development LLC for the balance of the cash performance guarantee posted for the project less any amounts necessary to satisfy outstanding escrow and inspection charges.

101 Crawfords Corner Road  
Suite 3400  
Holmdel, New Jersey 07733  
Main: 877 627 3772



November 17, 2023

**VIA EMAIL**

Jeanne Smith, RMC  
Borough of Oceanport  
910 Oceanport Way  
Oceanport, NJ 07757

Gardner Hall  
Performance Guarantee Reduction  
Block 110.19, Lot 1  
Borough of Oceanport, Monmouth County, New Jersey  
Colliers Engineering & Design Project No. OPC-0126

Dear Ms. Smith,

Our office performed a site inspection regarding release of the Performance Guarantee posted for the above-referenced site. The Applicant has addressed all outstanding punch list items. Therefore, we recommend release of the Performance Guarantee subject to the payment of all outstanding professional fees.

Should you have questions or require additional information, please do not hesitate to contact me directly.

Sincerely,

Colliers Engineering & Design

A handwritten signature in blue ink, appearing to read "W.H. White, III".

William H.R. White, III, PE, PP, CME, CFM, CPWM  
Oceanport Borough Engineer

WHW/dmm

cc: Ken Gold (via email)

R:\Projects\IM-P\OpC\OPC0126\Correspondence\OUT\231117\_whw\_smith\_bond\_release.docx

**RESOLUTION OF THE BOROUGH OF OCEANPORT  
COMMUNITY DEVELOPMENT BLOCK GRANT RESOLUTION AUTHORIZING THE MAYOR AND CLERK  
TO EXECUTE A PROJECT EXTENSION AGREEMENT WITH MONMOUTH COUNTY FOR THE OLD  
WHARF PARKING LOT IMPROVEMENTS PROJECT**

**Resolution**

**WHEREAS**, the Borough was awarded and accepted a grant from the U.S. Department of Housing and Urban Development for the Old Wharf House Parking Lot Improvements with a grant allocation of \$189,392.0 pursuant with Resolution #2022-148.

**WHEREAS**, the completion date of the project #G-14-56-892-220-285 was December 6, 2023; and

**WHEREAS**, there is a delay in the project commencement due to pending application to the NJ Department of Environmental Protection for permitting required for the project; and

**WHEREAS**, Monmouth County Board of Commissioners has agreed to a Project Agreement Extension with a new termination date of July 1, 2024,

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Municipal Clerk are hereby authorized to execute with the County of Monmouth the attached Project Agreement Extension on behalf of the Borough of Oceanport.



**DIVISION OF PLANNING  
OFFICE OF COMMUNITY DEVELOPMENT**

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**PROJECT AGREEMENT EXTENSION**

**PROJECT TITLE: OLD WHARF HOUSE PARKING LOT IMPROVEMENTS**

**SUB-RECIPIENT: BOROUGH OF OCEANPORT**

**PROJECT NUMBER: G-14-56-892-220-285**

**ORIGINAL PROJECT AGREEMENT TERMINATION DATE: December 6, 2023**

**AMENDED PROJECT AGREEMENT TERMINATION DATE: 07/01/2024**

THIS AMENDMENT, entered into this **14<sup>TH</sup> day of November, 2023** by and between the MONMOUTH COUNTY BOARD OF COUNTY COMMISSIONERS (hereinafter referred to as the "COUNTY") and the Borough of Oceanport hereinafter referred to as the "Sub-Recipient").

WHEREAS, the COUNTY has applied for and received grant funds from the U.S. Department of Housing and Urban Development under Title I of the Housing and Urban-Rural Recovery Act of 1983, as amended, and

WHEREAS, the Sub-Recipient and the COUNTY are parties to an original project agreement dated **December 6, 2023** (hereinafter referred to as the "Project Agreement") to perform the services as set forth in the scope of services for a project entitled Old Wharf House Parking Lot Improvements in accordance with provisions of this Agreement, the General and Specific Assurances and all other documents hereto; and wish to extend the termination date of the project agreement to **July 1, 2024**.

NOW, THEREFORE, in consideration of the mutual promises and other conditions, covenants, and obligations made and agreed to by and between the parties,

it is hereby agreed as follows:

- I. Section III, PROJECT PERFORMANCE, is hereby amended to reflect that the services of the Sub-Recipient shall terminate no later than July 1, 2024.
- II. All other terms and provisions of the Project Agreement, not herein amended, shall remain in full force and effect.

WITNESS THEREOF, the County and the Sub-recipient have executed this Agreement of the date first above written.

**ATTEST**

**MONMOUTH COUNTY BOARD  
OF COMMISSIONERS**

\_\_\_\_\_  
TAMARA BROWN  
CLERK OF THE BOARD OF MONMOUTH COUNTY  
COUNTY BOARD OF COUNTY COMMISSIONERS

BY: \_\_\_\_\_  
THOMAS A. ARNONE, DIRECTOR OF THE  
MONMOUTH COUNTY BOARD OF  
COUNTY COMMISSIONERS

\_\_\_\_\_  
DATE

**ATTEST**

**SUB-RECEPIENT:**

\_\_\_\_\_  
JEANNE SMITH  
BOROUGH CLERK

BY: \_\_\_\_\_  
JOHN F. COFFEY, II  
MAYOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

**RESOLUTION OF THE BOROUGH OF OCEANPORT  
AUTHORIZING THE MAYOR TO ENDORSE APPLICATIONS TO THE NJDEP BY THE TWO RIVERS  
WATER RECLAMATION AUTHORITY FOR SEWER MAIN EXTENSION ON MAIN STREET FROM  
BROOKVIEW DRIVE TO OCEANPORT WAY AND EXTENDING ALONG OCEANPORT WAY TO  
PARCEL 7 & 8 LOCATED ON THE FMERA LAND USE PLAN**

**Resolution**

**WHEREAS**, the Borough of Oceanport is a member of the Two Rivers Water Reclamation Authority (TRWRA); and

**WHEREAS**, the TRWRA will be installing a sewer main extension on Main Street from Brookview Drive to Oceanport Way and along Oceanport Way extending to Parcel 7 & 8 of the FMERA Land Use Plan that requires NJDEP approvals; and

**WHEREAS**, the applications to the NJDEP require endorsement by the "owner" being the member community where the work is to be performed,

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Borough Clerk are hereby authorized to execute the endorsement of the Two Rivers Water REclamation Authority's applications to the NJDEP for the Main Street sewer main extension between Brookview Drive and Oceanport Way and extending along Oceanport Way to Parcel 7 & 8 located on the FMERA Land Use Plan.



**State of New Jersey**  
**Department of Environmental Protection**  
**Division of Water Quality**



**INSTRUCTIONS FOR COMPLETING FORM TWA-1**

*This form must accompany all TWA permit applications, with the exception of requests for extensions of time for TWAs. For further information on any additional required application forms or for additional assistance in completing this application form, please contact the following programs or visit the websites identified below.*

| <u>Treatment Works Approval Program</u>                                                           | <u>Phone Number</u> | <u>Application Forms Website</u>                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Onsite subsurface sewage disposal system (i.e. septic systems) with a design flow $\leq$ 2000 gpd | (609) 984-4428      | <a href="https://www.nj.gov/dep/dwq/owm_main.htm">https://www.nj.gov/dep/dwq/owm_main.htm</a><br><a href="https://www.nj.gov/dep/dwq/forms_ad_twa.htm">https://www.nj.gov/dep/dwq/forms_ad_twa.htm</a> |
| All other treatment works                                                                         | (609) 984-4429      | <a href="https://www.nj.gov/dep/dwq/beep_hm.htm">https://www.nj.gov/dep/dwq/beep_hm.htm</a> .                                                                                                          |

1. **Type of TWA** – In Section A, select the type of TWA permit action requested by this application. If this application is for a modification of an existing TWA, identify the TWA permit number and type.

Important Information:

- If this application is for a Stage III (Operate Only) TWA, all items identified in N.J.A.C. 7:14A-22.10(c) must accompany this application.
- If this application is for a N.J.A.C. 7:9A Septic System TWA, completion of Section B is not needed. However, the applicant must proceed to completing Section C. These TWAs are issued for septic systems with a design flow  $\leq$  2000 gpd, the property of which does not need or have a NJPDES permit.

In Section B, select the type(s) of treatment works associated with this application. If this application is for the modification of an existing TWA permit, provide the TWA permit number.

Important Information:

- If this application is associated with an Onsite Subsurface Sewage Disposal System that needs a NJPDES permit, information regarding the application for such NJPDES permit must be provided in Section 7 of this application.

Section C should only be completed if “N.J.A.C. 7:9A Septic System (i.e. Chapter 199)” was selected in Section A. In this section, select one of the TWA types provided.

2. **Applicant(s)/Owner** - Provide the name, as it is legally referred to, of the permit applicant. The applicant/owner should be the **eventual owner** of the proposed treatment works. Provide the mailing address of the applicant. If the mailing address is outside the United States, provide the correct foreign mailing address. Provide the applicant's contact person and their title, telephone number and e-mail address. Identify the applicant's organizational type by checking the appropriate box.

Important Information: Applicant/owner shall be the eventual owner and shall be responsible for operation of the proposed treatment works after completion of construction. The governing public entity (Municipality, Township, City or Sewage Authority, etc.) shall be the eventual owner for any treatment works proposed on public roads, right-of ways and/or easements.

3. **Location of Activity** - Provide the name and address/location of the facility/site of the activity. Street number and name must be used (PO Box numbers will not be acceptable). Provide the municipality and county where the facility/site is physically located. Do not use local or neighborhood names. Provide the lot and block numbers. Provide the mailing address of the facility/site if it is different than the locational information already provided.

4. **New Jersey Licensed Professional Engineer** - Provide the name and license number of the applicant's professional engineer. If the professional engineer is employed by an organization, provide the name of the firm. Provide the mailing address, telephone number and email address of the professional engineer.
5. **Estimated Construction Costs and Application Fee** – In Section A, provide the total cost of the treatment works proposed in this application. A breakdown of the cost of all items related to the construction of the proposed treatment works must be attached and submitted with this application form. Section A is not applicable and does not need to be completed if this application is for a Stage III (Operate Only) TWA.  
  
In Section B, identify the fee associated with this application. For guidance on how to calculate the application fee, please refer to N.J.A.C. 7:14A-22.25(a) through (c) and the most recent annual TWA fee schedule published on the Department's website. Consistent with N.J.A.C. 7:14A-22.25(d), a check for the application fee, made payable to "Treasurer, State of NJ, Environmental Services Fund", should accompany this application.
6. **Project Description** - Provide a brief description of the proposed treatment works and the intended use. If requesting a modification to your TWA permit, provide a detailed explanation of the changes.
7. **Other Required Permits** – If applications for any of the permit types identified in this section have been submitted for this project, provide the application status, application date and, if available, application number for each permit type. This section does not need to be completed if this application is for a Stage III (Operate Only) TWA.
8. **Applicant's Agent (Optional)** - Identify the person who is authorized to act as agent/representative in all matters pertaining to this application. Provide the name, position, organizational name, mailing address, telephone number and email address of the agent. Original signatures from both the agent and the authorized official of the applicant must be provided in this section of the application. Please note that signatures in this section that are more than one year old will result in a deficient application.
9. **Property Owner's Certification** – The owner of the property where the treatment works are located shall certify to the statement in this section by providing their original signature and date. In addition, the property owner shall provide their name, position, email address and telephone number. A "Property" includes all contiguous lots and blocks, including vacant land, owned or otherwise under the control of the owner or operating entity of the regulated facility. Please note that a signature in this section that is more than one year old will result in a deficient application.
10. **Statement of Preparer of Plans, Specifications and Engineer's Report and/or Abstract:** The preparer of the engineering plans, specifications, and engineer's report and/or abstract shall certify to the statement in this section by providing their original signature and date. In addition, the engineer shall provide their name, position, email address, telephone number and embossed seal. Please note that a signature in this section that is more than one year old will result in a deficient application.
11. **Certification by Applicant/Owner:** Consistent with N.J.A.C. 7:14A-22.8(c), this application shall have an original signature by the applicant, a responsible official of the application as defined below, or an authorized agent. The signatory must certify to the *Proper Construction and Operation Clause*, as well as the statements pertaining to the information contained within this application. Please note that a signature on this application that is more than one year old will result in a deficient application.

A responsible official is an individual meeting the requirements set forth in N.J.A.C. 7:14A – 4.9(a) and identified below:

For a corporation:

- A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision making functions for the corporation;
- The manager of one or more manufacturing, production, or operating facilities, provided:
  - The manager is authorized to make management decisions that govern the operation of the regulated facility, including having the explicit or implicit duty of recommending major capital investment, initiating and directing comprehensive measures to assure long term compliance with environmental laws and regulations, and ensuring that the necessary systems are established, or actions taken to gather complete and accurate information for permit application requirements; or
  - The authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures; or
- A duly authorized representative established consistent with N.J.A.C. 7:14A-4.9(b).

For a partnership or sole proprietorship: A general partner or the proprietor or a duly authorized representative established consistent with N.J.A.C. 7:14A-4.9(b).

For a government agency:

- A ranking elected official; or
- A chief executive officer of the agency; or
- A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator); or
- A duly authorized representative established consistent with N.J.A.C. 7:14A-4.9(b).

**Please complete this form in its entirety. The completed form should be submitted to the address identified below and must contain the original wet-ink signatures and raised seals:**

Mail Code: 401-02B

NJDEP - Division of Water Quality

Bureau of Ground Water, Residuals and Permit Administration – Permit Administration Section

PO Box 420

Trenton, NJ 08625-0420



State of New Jersey  
Department of Environmental Protection  
Division of Water Quality



## Treatment Works Approval (TWA) Permit Application Form

*Refer to the attached instructions and provide ALL applicable information.  
Please Print or Type and attach additional sheets if necessary.*

### 1. TYPE OF TWA

**A) Please select the type of TWA permit action requested by this application:**

- |                                                                            |                                                       |
|----------------------------------------------------------------------------|-------------------------------------------------------|
| <input checked="" type="checkbox"/> Stage II & III (Construct and Operate) | <input type="checkbox"/> Modification to Existing TWA |
| <input type="checkbox"/> Stage II (Construction Only)                      | Permit #: _____                                       |
| <input type="checkbox"/> Stage III (Operate Only)                          | TWA Type: <input type="checkbox"/> N.J.A.C. 7:9A TWA  |
| <input type="checkbox"/> N.J.A.C. 7:9A Septic System (i.e. Chapter 199)    | <input type="checkbox"/> NJPDES TWA                   |
- (If this option is selected, Section B is not needed. Proceed to Section C below.)*

**B) Please select the type of treatment works associated with this application (check all that apply):**

- |                                                                                                   |                                                                                    |
|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <input type="checkbox"/> Wastewater Treatment System                                              | <input checked="" type="checkbox"/> Collection / Conveyance Systems (e.g. Gravity) |
| <input type="checkbox"/> Pump Station / Force Main                                                | <input type="checkbox"/> General Industrial Treatment Works                        |
| <input type="checkbox"/> Holding Tank                                                             | <input type="checkbox"/> Hauling / Diversion                                       |
| <input type="checkbox"/> Onsite Subsurface Sewage Disposal System for a NJPDES Regulated Facility |                                                                                    |

**C) For N.J.A.C. 7:9A TWA permit actions only (excluding modification), select one of the below TWA types:**

- |                                                  |                                      |                                       |
|--------------------------------------------------|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Deviation from Standard | <input type="checkbox"/> Design Flow | <input type="checkbox"/> Grinder Pump |
|--------------------------------------------------|--------------------------------------|---------------------------------------|

### 2. APPLICANT/OWNER \*

Applicant/Owner Name: Two Rivers Water Reclamation Authority

Mailing Address: 1 Highland Avenue

City or Town: Monmouth Beach State: NJ Zip Code: 07750

Contact Person: Michael A. Gianforte Title: Executive Director

Telephone: 732-229-8578 Email: mgianforte@trwra.org

Organization Type: ☐ City/Town ☐ County/Municipal ☒ Authority/District/Commission ☐ Utility

☐ State ☐ Federal ☐ Corporation ☐ LLC ☐ LP ☐ Other Private

☐ Other: \_\_\_\_\_

\* The applicant/owner should be the eventual owner of the proposed treatment works.

**3. LOCATION OF ACTIVITY**

Name of Facility/Site: Main Street Sanitary Sewer Extension

Street Address/Location: Brookview Dr, Main St, Razor Ave

City or Town: Oceanport State: NJ Zip Code: 07757

Municipality: Oceanport County: Monmouth Block(s): N/A Lot(s): N/A

Mailing Address (if different than facility street address): \_\_\_\_\_

City or Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**4. NEW JERSEY LICENSED PROFESSIONAL ENGINEER**

Name: Jordan R. Volk N.J. License No: 47012

Name of Firm, if employee: Colliers Engineering & Design

Mailing Address: 101 Crawfords Corner Road, Suite 3400

City or Town: Holmdel State: NJ Zip Code: 07733

Telephone: (732) 383-1950 Email: jordan.volk@collierseng.com

**5. ESTIMATED CONSTRUCTION COST AND APPLICATION FEE**

- A) Cost of treatment works proposed in this application: \$ 1,081,950.00
- \* *Attach a breakdown of the cost of all items related to the construction of the proposed treatment works.*
- B) Application Fee: \$ 11,360.58
- \* *In accordance with N.J.A.C. 7:14A-22.25(d), made payable to Treasurer, State of NJ, Environmental Services Fund.*

**6. PROJECT DESCRIPTION (Brief Description of Proposed Treatment Works and Intended Use)**

Installation of approximately 2,400 LF of 10" sanitary sewer within Brookview Drive, Main Street, and Razor Avenue, in the Borough of Oceanport, Monmouth County, New Jersey.

**7. OTHER REQUIRED PERMITS**

If any of the following applications have been submitted for this project, provide the applicable information.

| Permit Type                               | Application Status<br>(check one)   |                          | Application Date | Application No.<br>(if available) |
|-------------------------------------------|-------------------------------------|--------------------------|------------------|-----------------------------------|
|                                           | Pending                             | Approved*                |                  |                                   |
| • Treatment Works Approval                | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                  |                                   |
| • Exemption From Sewer Ban                | <input type="checkbox"/>            | <input type="checkbox"/> |                  |                                   |
| • Water Quality Management Plan Amendment | <input type="checkbox"/>            | <input type="checkbox"/> |                  |                                   |
| • CAFRA                                   | <input type="checkbox"/>            | <input type="checkbox"/> |                  |                                   |
| • Stream Encroachment                     | <input type="checkbox"/>            | <input type="checkbox"/> |                  |                                   |
| • Freshwater Wetlands                     | <input type="checkbox"/>            | <input type="checkbox"/> |                  |                                   |
| • Tidal or Coastal Wetlands               | <input type="checkbox"/>            | <input type="checkbox"/> |                  |                                   |
| • Waterfront Development                  | <input type="checkbox"/>            | <input type="checkbox"/> |                  |                                   |
| • NJPDES Permits                          | <input type="checkbox"/>            | <input type="checkbox"/> |                  |                                   |
| • Pinelands Certificate                   | <input type="checkbox"/>            | <input type="checkbox"/> |                  |                                   |
| • Delaware & Raritan Canal Commission     | <input type="checkbox"/>            | <input type="checkbox"/> |                  |                                   |
| • Hackensack/Meadowlands Commission       | <input type="checkbox"/>            | <input type="checkbox"/> |                  |                                   |
| • Other Related Approvals                 | <input type="checkbox"/>            | <input type="checkbox"/> |                  |                                   |

\* If any of the above applications were approved, please provide a copy of the approval with this application.

**8. APPLICANT'S AGENT (Optional)**

The person listed below is authorized to act as agent/representative in all matters pertaining to this application.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City or Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant/Owner

\_\_\_\_\_  
Date

**9. PROPERTY OWNER'S CERTIFICATION**

"I hereby certify that I own the property identified in this application. As owner, I grant permission for the activity to be permitted under this application and authorize the Department of Environmental Protection to conduct on-site inspections, if necessary. If the construction activity will take place in an easement, I certify that with this application, I presently have or will obtain permission of the property owner(s) prior to initiation of construction of this proposed treatment works."

\_\_\_\_\_  
Signature of Property Owner\_\_\_\_\_  
Date\_\_\_\_\_  
Print or Type Name\_\_\_\_\_  
Print or Type Position\_\_\_\_\_  
Email\_\_\_\_\_  
Telephone**10. STATEMENT OF PREPARER OF PLANS, SPECIFICATIONS AND ENGINEER'S REPORT AND/OR ABSTRACT**

"I hereby certify that the engineering plans, specifications, and engineer's report and/or abstract applicable to this project comply with the current rules and regulations of the Department of Environmental Protection with the exceptions as noted."

\_\_\_\_\_  
Signature of Engineer\_\_\_\_\_  
Date

Jordan R. Volk

\_\_\_\_\_  
Print or Type Name

Regional Manager

\_\_\_\_\_  
Print or Type Position

(732) 383-1950

\_\_\_\_\_  
Telephone

jordan.volk@collierseng.com

\_\_\_\_\_  
Email

PROFESSIONAL ENGINEER'S EMBOSSED SEAL

**11. CERTIFICATION BY APPLICANT/OWNER****Proper Construction and Operation Clause**

"I, the Applicant/Owner, agree that the treatment works will be, or has been, properly constructed and will be operated in accordance with the engineering plans, specifications and conditions under which the approval is granted by the Department of Environmental Protection."

**Application Certification Statement**

"I certify, under penalty of law, that the information provided in this application and the attachments is true, accurate, and complete. I am aware that there are significant civil and criminal penalties for submitting false, inaccurate, or incomplete information, including fines and/or imprisonment."

\_\_\_\_\_  
Signature of Applicant/Owner\_\_\_\_\_  
Date

Michael Gianforte

Executive Director

\_\_\_\_\_  
Print or Type Name\_\_\_\_\_  
Print or Type Position

mgianforte@trwra.org

(732) 229-8578

\_\_\_\_\_  
Email\_\_\_\_\_  
Telephone



**State of New Jersey**  
**Department of Environmental Protection**  
**Division of Water Quality**



**INSTRUCTIONS FOR COMPLETING FORM TWA-1**

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| <u>Treatment Works Approval Program</u>                                                           | <u>Phone Number</u> | <u>Application Forms Website</u>                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
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| All other treatment works                                                                         | (609) 984-4429      | <a href="https://www.nj.gov/dep/dwq/beep_hm.htm">https://www.nj.gov/dep/dwq/beep_hm.htm</a> .                                                                                                          |

1. **Type of TWA** – In Section A, select the type of TWA permit action requested by this application. If this application is for a modification of an existing TWA, identify the TWA permit number and type.

Important Information:

- If this application is for a Stage III (Operate Only) TWA, all items identified in N.J.A.C. 7:14A-22.10(c) must accompany this application.
- If this application is for a N.J.A.C. 7:9A Septic System TWA, completion of Section B is not needed. However, the applicant must proceed to completing Section C. These TWAs are issued for septic systems with a design flow  $\leq$  2000 gpd, the property of which does not need or have a NJPDES permit.

In Section B, select the type(s) of treatment works associated with this application. If this application is for the modification of an existing TWA permit, provide the TWA permit number.

Important Information:

- If this application is associated with an Onsite Subsurface Sewage Disposal System that needs a NJPDES permit, information regarding the application for such NJPDES permit must be provided in Section 7 of this application.

Section C should only be completed if “N.J.A.C. 7:9A Septic System (i.e. Chapter 199)” was selected in Section A. In this section, select one of the TWA types provided.

2. **Applicant(s)/Owner** - Provide the name, as it is legally referred to, of the permit applicant. The applicant/owner should be the **eventual owner** of the proposed treatment works. Provide the mailing address of the applicant. If the mailing address is outside the United States, provide the correct foreign mailing address. Provide the applicant's contact person and their title, telephone number and e-mail address. Identify the applicant's organizational type by checking the appropriate box.

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4. **New Jersey Licensed Professional Engineer** - Provide the name and license number of the applicant's professional engineer. If the professional engineer is employed by an organization, provide the name of the firm. Provide the mailing address, telephone number and email address of the professional engineer.
5. **Estimated Construction Costs and Application Fee** – In Section A, provide the total cost of the treatment works proposed in this application. A breakdown of the cost of all items related to the construction of the proposed treatment works must be attached and submitted with this application form. Section A is not applicable and does not need to be completed if this application is for a Stage III (Operate Only) TWA.  
  
In Section B, identify the fee associated with this application. For guidance on how to calculate the application fee, please refer to N.J.A.C. 7:14A-22.25(a) through (c) and the most recent annual TWA fee schedule published on the Department's website. Consistent with N.J.A.C. 7:14A-22.25(d), a check for the application fee, made payable to "Treasurer, State of NJ, Environmental Services Fund", should accompany this application.
6. **Project Description** - Provide a brief description of the proposed treatment works and the intended use. If requesting a modification to your TWA permit, provide a detailed explanation of the changes.
7. **Other Required Permits** – If applications for any of the permit types identified in this section have been submitted for this project, provide the application status, application date and, if available, application number for each permit type. This section does not need to be completed if this application is for a Stage III (Operate Only) TWA.
8. **Applicant's Agent (Optional)** - Identify the person who is authorized to act as agent/representative in all matters pertaining to this application. Provide the name, position, organizational name, mailing address, telephone number and email address of the agent. Original signatures from both the agent and the authorized official of the applicant must be provided in this section of the application. Please note that signatures in this section that are more than one year old will result in a deficient application.
9. **Property Owner's Certification** – The owner of the property where the treatment works are located shall certify to the statement in this section by providing their original signature and date. In addition, the property owner shall provide their name, position, email address and telephone number. A "Property" includes all contiguous lots and blocks, including vacant land, owned or otherwise under the control of the owner or operating entity of the regulated facility. Please note that a signature in this section that is more than one year old will result in a deficient application.
10. **Statement of Preparer of Plans, Specifications and Engineer's Report and/or Abstract:** The preparer of the engineering plans, specifications, and engineer's report and/or abstract shall certify to the statement in this section by providing their original signature and date. In addition, the engineer shall provide their name, position, email address, telephone number and embossed seal. Please note that a signature in this section that is more than one year old will result in a deficient application.
11. **Certification by Applicant/Owner:** Consistent with N.J.A.C. 7:14A-22.8(c), this application shall have an original signature by the applicant, a responsible official of the application as defined below, or an authorized agent. The signatory must certify to the *Proper Construction and Operation Clause*, as well as the statements pertaining to the information contained within this application. Please note that a signature on this application that is more than one year old will result in a deficient application.

A responsible official is an individual meeting the requirements set forth in N.J.A.C. 7:14A – 4.9(a) and identified below:

For a corporation:

- A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision making functions for the corporation;
- The manager of one or more manufacturing, production, or operating facilities, provided:
  - The manager is authorized to make management decisions that govern the operation of the regulated facility, including having the explicit or implicit duty of recommending major capital investment, initiating and directing comprehensive measures to assure long term compliance with environmental laws and regulations, and ensuring that the necessary systems are established, or actions taken to gather complete and accurate information for permit application requirements; or
  - The authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures; or
- A duly authorized representative established consistent with N.J.A.C. 7:14A-4.9(b).

For a partnership or sole proprietorship: A general partner or the proprietor or a duly authorized representative established consistent with N.J.A.C. 7:14A-4.9(b).

For a government agency:

- A ranking elected official; or
- A chief executive officer of the agency; or
- A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator); or
- A duly authorized representative established consistent with N.J.A.C. 7:14A-4.9(b).

**Please complete this form in its entirety. The completed form should be submitted to the address identified below and must contain the original wet-ink signatures and raised seals:**

Mail Code: 401-02B

NJDEP - Division of Water Quality

Bureau of Ground Water, Residuals and Permit Administration – Permit Administration Section

PO Box 420

Trenton, NJ 08625-0420



State of New Jersey  
Department of Environmental Protection  
Division of Water Quality



## Treatment Works Approval (TWA) Permit Application Form

*Refer to the attached instructions and provide ALL applicable information.  
Please Print or Type and attach additional sheets if necessary.*

### 1. TYPE OF TWA

**A) Please select the type of TWA permit action requested by this application:**

- |                                                                            |                                                       |
|----------------------------------------------------------------------------|-------------------------------------------------------|
| <input checked="" type="checkbox"/> Stage II & III (Construct and Operate) | <input type="checkbox"/> Modification to Existing TWA |
| <input type="checkbox"/> Stage II (Construction Only)                      | Permit #: _____                                       |
| <input type="checkbox"/> Stage III (Operate Only)                          | TWA Type: <input type="checkbox"/> N.J.A.C. 7:9A TWA  |
| <input type="checkbox"/> N.J.A.C. 7:9A Septic System (i.e. Chapter 199)    | <input type="checkbox"/> NJPDES TWA                   |
- (If this option is selected, Section B is not needed. Proceed to Section C below.)*

**B) Please select the type of treatment works associated with this application (check all that apply):**

- |                                                                                                   |                                                                                    |
|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <input type="checkbox"/> Wastewater Treatment System                                              | <input checked="" type="checkbox"/> Collection / Conveyance Systems (e.g. Gravity) |
| <input type="checkbox"/> Pump Station / Force Main                                                | <input type="checkbox"/> General Industrial Treatment Works                        |
| <input type="checkbox"/> Holding Tank                                                             | <input type="checkbox"/> Hauling / Diversion                                       |
| <input type="checkbox"/> Onsite Subsurface Sewage Disposal System for a NJPDES Regulated Facility |                                                                                    |

**C) For N.J.A.C. 7:9A TWA permit actions only (excluding modification), select one of the below TWA types:**

- |                                                  |                                      |                                       |
|--------------------------------------------------|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Deviation from Standard | <input type="checkbox"/> Design Flow | <input type="checkbox"/> Grinder Pump |
|--------------------------------------------------|--------------------------------------|---------------------------------------|

### 2. APPLICANT/OWNER \*

Applicant/Owner Name: Two Rivers Water Reclamation Authority

Mailing Address: 1 Highland Avenue

City or Town: Monmouth Beach State: NJ Zip Code: 07750

Contact Person: Michael A. Gianforte Title: Executive Director

Telephone: 732-229-8578 Email: mgianforte@trwra.org

- Organization Type: ☐ City/Town ☐ County/Municipal ☒ Authority/District/Commission ☐ Utility
- ☐ State ☐ Federal ☐ Corporation ☐ LLC ☐ LP ☐ Other Private
- ☐ Other: \_\_\_\_\_

\* The applicant/owner should be the eventual owner of the proposed treatment works.

**3. LOCATION OF ACTIVITY**

Name of Facility/Site: Main Street Sanitary Sewer Extension

Street Address/Location: Brookview Dr, Main St, Razor Ave

City or Town: Oceanport State: NJ Zip Code: 07757

Municipality: Oceanport County: Monmouth Block(s): N/A Lot(s): N/A

Mailing Address (if different than facility street address): \_\_\_\_\_

City or Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**4. NEW JERSEY LICENSED PROFESSIONAL ENGINEER**

Name: Jordan R. Volk N.J. License No: 47012

Name of Firm, if employee: Colliers Engineering & Design

Mailing Address: 101 Crawfords Corner Road, Suite 3400

City or Town: Holmdel State: NJ Zip Code: 07733

Telephone: (732) 383-1950 Email: jordan.volk@collierseng.com

**5. ESTIMATED CONSTRUCTION COST AND APPLICATION FEE**

- A) Cost of treatment works proposed in this application: \$ 1,081,950.00
- \* *Attach a breakdown of the cost of all items related to the construction of the proposed treatment works.*
- B) Application Fee: \$ 11,360.58
- \* *In accordance with N.J.A.C. 7:14A-22.25(d), made payable to Treasurer, State of NJ, Environmental Services Fund.*

**6. PROJECT DESCRIPTION (Brief Description of Proposed Treatment Works and Intended Use)**

Installation of approximately 2,400 LF of 10" sanitary sewer within Brookview Drive, Main Street, and Razor Avenue, in the Borough of Oceanport, Monmouth County, New Jersey.

**7. OTHER REQUIRED PERMITS**

If any of the following applications have been submitted for this project, provide the applicable information.

| Permit Type                               | Application Status<br>(check one)   |                          | Application Date | Application No.<br>(if available) |
|-------------------------------------------|-------------------------------------|--------------------------|------------------|-----------------------------------|
|                                           | Pending                             | Approved*                |                  |                                   |
| • Treatment Works Approval                | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                  |                                   |
| • Exemption From Sewer Ban                | <input type="checkbox"/>            | <input type="checkbox"/> |                  |                                   |
| • Water Quality Management Plan Amendment | <input type="checkbox"/>            | <input type="checkbox"/> |                  |                                   |
| • CAFRA                                   | <input type="checkbox"/>            | <input type="checkbox"/> |                  |                                   |
| • Stream Encroachment                     | <input type="checkbox"/>            | <input type="checkbox"/> |                  |                                   |
| • Freshwater Wetlands                     | <input type="checkbox"/>            | <input type="checkbox"/> |                  |                                   |
| • Tidal or Coastal Wetlands               | <input type="checkbox"/>            | <input type="checkbox"/> |                  |                                   |
| • Waterfront Development                  | <input type="checkbox"/>            | <input type="checkbox"/> |                  |                                   |
| • NJPDES Permits                          | <input type="checkbox"/>            | <input type="checkbox"/> |                  |                                   |
| • Pinelands Certificate                   | <input type="checkbox"/>            | <input type="checkbox"/> |                  |                                   |
| • Delaware & Raritan Canal Commission     | <input type="checkbox"/>            | <input type="checkbox"/> |                  |                                   |
| • Hackensack/Meadowlands Commission       | <input type="checkbox"/>            | <input type="checkbox"/> |                  |                                   |
| • Other Related Approvals                 | <input type="checkbox"/>            | <input type="checkbox"/> |                  |                                   |

\* If any of the above applications were approved, please provide a copy of the approval with this application.

**8. APPLICANT'S AGENT (Optional)**

The person listed below is authorized to act as agent/representative in all matters pertaining to this application.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City or Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant/Owner

\_\_\_\_\_  
Date

**9. PROPERTY OWNER'S CERTIFICATION**

"I hereby certify that I own the property identified in this application. As owner, I grant permission for the activity to be permitted under this application and authorize the Department of Environmental Protection to conduct on-site inspections, if necessary. If the construction activity will take place in an easement, I certify that with this application, I presently have or will obtain permission of the property owner(s) prior to initiation of construction of this proposed treatment works."

---

Signature of Property Owner

---

Date

---

Print or Type Name

---

Print or Type Position

---

Email

---

Telephone**10. STATEMENT OF PREPARER OF PLANS, SPECIFICATIONS AND ENGINEER'S REPORT AND/OR ABSTRACT**

"I hereby certify that the engineering plans, specifications, and engineer's report and/or abstract applicable to this project comply with the current rules and regulations of the Department of Environmental Protection with the exceptions as noted."

---

Signature of Engineer**Jordan R. Volk**

---

Print or Type Name**Regional Manager**

---

Print or Type Position**(732) 383-1950**

---

Telephone**jordan.volk@collierseng.com**

---

Email

---

Date

PROFESSIONAL ENGINEER'S EMBOSSED SEAL

**11. CERTIFICATION BY APPLICANT/OWNER****Proper Construction and Operation Clause**

"I, the Applicant/Owner, agree that the treatment works will be, or has been, properly constructed and will be operated in accordance with the engineering plans, specifications and conditions under which the approval is granted by the Department of Environmental Protection."

**Application Certification Statement**

"I certify, under penalty of law, that the information provided in this application and the attachments is true, accurate, and complete. I am aware that there are significant civil and criminal penalties for submitting false, inaccurate, or incomplete information, including fines and/or imprisonment."

---

Signature of Applicant/Owner**Michael Gianforte**

---

Print or Type Name**mgianforte@trwra.org**

---

Email

---

Date**Executive Director**

---

Print or Type Position**(732) 229-8578**

---

Telephone



**State of New Jersey**  
**Department of Environmental Protection**  
**Division of Water Quality**



**INSTRUCTIONS FOR COMPLETING FORM WQM003-T**

1. **General Information** – Provide the applicant/owner/operator name, facility/site/project name, and facility/site/project address. The information provided in this section should match the information provided on the TWA-1 form accompanying this form as part of the application package.
2. **Certification Checklist** – Complete this section in its entirety, identifying which certifications have been submitted with this form and, for certifications A and C, the number of certifications that were submitted. For certification applicability, refer to the below instructions.

**Certification A:** Governing Body

Consistent with N.J.A.C. 7:14A-22.6(a)5 and 22.8(a)3, consent from the affected municipality (i.e. governing body) regarding the project must accompany TWA applications. *Note: This certification is required for all TWA applications.*

For this certification, provide the name of the facility/site/project and the name of the municipality or municipal authority. In addition, the authorized representative must provide the necessary certifying information. This information includes their signature, date of signature, printed name, and position. This section must also include the resolution number and date authorizing the representative to certify for the governing body. The resolution must be submitted with this form. If no such resolution granting authority to sign exists, the full resolution, consenting to the project, must be submitted with this form.

Important Note: A separate Certification A must be submitted for each municipality (governing body) impacted by the project.

**Certification B:** Sewage Authority

Consistent with N.J.A.C. 7:14A-22.6(a)5 and 22.8(a)3, consent from the affected sewage authority regarding the project must accompany TWA applications. *Note: This certification must be completed when a sewerage entity (for example, sewerage authority, utilities authority, municipal utilities authority, joint meeting, etc.) has responsibility for regulating the construction and operation of wastewater treatment and conveyance facilities within the municipality. When a sewage authority is not related to the project, this certification is not required.*

For this certification, provide the name of the facility/site/project and the name of the agency. In addition, the authorized representative must provide the necessary certifying information. This information includes their signature, date of signature, printed name, and position. This section must also include the resolution number and date authorizing the representative to certify for the sewage authority. The resolution must be submitted with this form. If no such resolution granting authority to sign exists, the full resolution, consenting to the project, must be submitted with this form.

**Certification C:** Wastewater Conveyance System Owner

Consistent with N.J.A.C. 7:14A-22.6(a)5 and 22.8(a)3, consent from the owner(s) of the applicable wastewater conveyance system(s) associated with the project must accompany TWA applications. *Note: This section must be completed by the owner/operator of the wastewater conveyance system into which the project named herein will directly connect. The owner is typically a municipality or authority.*

For this certification, provide the name of the facility/site/project and the wastewater conveyance system owner. In addition, the authorized representative for the owner must provide the necessary certifying information. This information includes their signature, date of signature, printed name, and position. This section must also include the resolution number and date authorizing the representative to certify for the wastewater conveyance system owner. The resolution must be submitted with this form. If no such resolution granting authority to sign exists, the full resolution, consenting to the project, must be submitted with this form.

**Important Note:** A separate Certification C must be submitted for each wastewater conveyance system owner impacted by the project.

**Certification D:** Wastewater Treatment Facility Owner

Consistent with N.J.A.C. 7:14A-22.6(a)5 and 22.8(a)3, consent from owner of the receiving wastewater treatment plant associated with the project must accompany TWA applications. *Note: This certification is only required for applications that include a sewer connection/extension. This certification must be completed by the owner of the wastewater treatment facility receiving the wastewater identified in the TWA application.*

For this certification, provide the name of the facility/site/project and the wastewater treatment facility owner. In addition, the authorized representative must provide the necessary certifying information. This information includes their signature, date of signature, printed name, and position. This section must also include the resolution number and date authorizing the representative to certify for the wastewater treatment facility owner. The resolution must be submitted with this form. If no such resolution granting authority to sign exists, the full resolution, consenting to the project, must be submitted with this form.

**Certification E:** Certification by the District Sludge Management Lead Planning Agency

Consistent with N.J.A.C. 7:14A-22.6(a)5 and 22.8(a)3, consent from the district sludge management lead planning agency associated with the project must accompany TWA applications. *Note: This certification is only required for projects that involve construction of residual management units at ultimate residuals management sites.*

For this certification, provide the name of the facility/site/project and the district sludge management lead planning agency. In addition, the authorized representative for the agency must provide the necessary certifying information. This information includes their signature, date of signature, printed name, and position. This section must also include the resolution number and date authorizing the representative(s) to certify for the agency. The resolution must be submitted with this form. If no such resolution granting authority to sign exists, the full resolution, consenting to the project, must be submitted with this form.

**Additional Information**

- Approvals, permits, service contracts, or other reservations of flow capacity issued or agreed to by any participating municipality or sewerage agency do not constitute the required approval of the DEP.
- Pursuant to the NJPDES regulations (N.J.A.C. 7:14A), no application shall be submitted to the DEP if the wastewater treatment facility is not meeting its discharge permit requirements. For computation of actual flow at the receiving wastewater treatment plant, the average flow processed by the facility for the three (3) month period immediately preceding the submission of the application shall be used.
- Any document issued by a sewerage authority or municipality which is a tentative, preliminary, or conditional approval shall not be considered a statement of consent.
- If an applicant is unable to obtain the required consent from the governing body (Certification A above) or the sewerage authority (Certification B above), they may choose to follow the procedures set forth in N.J.A.C. 7:14A-22.8(a)3v.

**A completed form, along with accompanying materials, should be submitted to the address identified below and must contain the original wet-ink signatures:**

Mail Code: 401-02B  
NJDEP - Division of Water Quality  
Bureau of Ground Water, Residuals and Permit Administration  
Permit Administration Section  
PO Box 420  
Trenton, NJ 08625-0420

**IMPORTANT NOTICE:** False statements, representations, or certifications, in any application, record, or document are subject to fines and penalties as set forth in the Water Pollution Control Act (N.J.S.A. 58:10A- 10F 2 and 3).



**State of New Jersey**  
**Department of Environmental Protection**  
**Division of Water Quality**



## Statements of Consent for TWA applications

*Refer to the attached instructions and provide ALL applicable information. Please attach additional sheets if necessary.*

### 1. GENERAL INFORMATION

Applicant/Owner/Operator: Two Rivers Water Reclamation Authority

Name of Facility/Site/Project: Main Street Sanitary Sewer Extension

Street Address/Location: Brookview Dr, Main St, Razor Ave

City or Town: Oceanport State: NJ Zip Code: 07757

### 2. CERTIFICATION CHECKLIST (I.E. CERTIFICATIONS SUBMITTED WITH THIS FORM)

**Note:** Refer to this form's instructions for certification applicability.

**Certification A:** Governing Body (i.e. municipality where project is located)

- a. Certification(s) Submitted with this Form? ☒ Yes ☐ No
- b. Number of Certifications Submitted with this Form? 1  
*(Note: More than one certification is required when multiple governing bodies are impacted by the project.)*

**Certification B:** Sewerage Authority

- a. Certification Submitted with this Form? ☒ Yes ☐ No

**Certification C:** Wastewater Conveyance System Owner

- a. Certification(s) Submitted with this Form? ☒ Yes ☐ No
- b. Number of Certifications Submitted with this Form? 1  
*(Note: More than one certification is required when multiple wastewater conveyance system owners are impacted by the project.)*

**Certification D:** Wastewater Treatment Facility Owner

- a. Certification Submitted with this Form? ☒ Yes ☐ No

**Certification E:** District Sludge Management Lead Planning Agency

- a. Certification Submitted with this Form? ☐ Yes ☒ No

**A. CERTIFICATION BY THE GOVERNING BODY (I.E. MUNICIPALITY WHERE PROJECT IS LOCATED)**

*Note: This certification is required for all TWA applications.*

Name of Facility/Site/Project: Main Street Sanitary Sewer Extension

**Certifying Statement:**

“As an authorized representative of the below identified governing body, I hereby certify that the municipality consents to the submission of the above listed application to the Department of Environmental Protection for approval. I further certify that the project as proposed conforms with the requirements of all municipal ordinances.”

Borough of Oceanport

\_\_\_\_\_  
Name of Municipality or Municipal Authority

\_\_\_\_\_  
Signature of Authorized Representative \*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Print or Type Position

\_\_\_\_\_  
Email

\_\_\_\_\_  
Telephone

\* Authorization to sign for the agency: \_\_\_\_\_

\_\_\_\_\_  
Resolution #

\_\_\_\_\_  
Date

*(Note: Submit the resolution with this certification. If no such resolution granting authority to sign exists, the full resolution, consenting to the project, must be submitted with this certification.)*

**B. CERTIFICATION BY THE SEWERAGE AUTHORITY**

**Note:** This certification is required when a sewerage entity (for example, sewerage authority, utilities authority, municipal utilities authority, joint meeting, etc.) has responsibility for regulating the construction and operation of wastewater treatment and conveyance facilities within the municipality.

**Name of Facility/Site/Project:** Main Street Sanitary Sewer Extension

**Certifying Statement:**

“As an authorized representative of the below identified agency, I hereby certify that the agency consents to the submission of the above listed application to the Department of Environmental Protection for approval. I further certify that the project as proposed conforms with the requirements of this agency.”

Two Rivers Water Reclamation Authority

Name of Agency

Signature of Authorized Representative \*

Michael Gianforte

Print or Type Name

mgianforte@trwra.org

Email

Date

Executive Director

Print or Type Position

(732) 229-8578

Telephone

\* Authorization to sign for the agency:

2015-09-92

Resolution #

09/15/2015

Date

*(Note: Submit the resolution with this certification. If no such resolution granting authority to sign exists, the full resolution, consenting to the project, must be submitted with this certification.)*

**C. CERTIFICATION BY THE WASTEWATER CONVEYANCE SYSTEM OWNER**

**Note:** This certification must be completed by the owner/operator of the wastewater conveyance system into which the project named herein will directly connect.

**Name of Facility/Site/Project:** Main Street Sanitary Sewer Extension

**Certifying Statement:**

“By agreeing to accept wastewater from the project, I hereby certify that to the best of my knowledge the wastewater conveyance system, into which the project proposed under this application will connect, has adequate capacity in accordance with N.J.A.C. 7:14A-1.2 ("Adequate conveyance capacity"). Furthermore, I am not aware of inadequate conveyance capacity conditions in any portion of the downstream facilities necessary to convey the wastewater from this project to the treatment plant.”

**Two Rivers Water Reclamation Authority**

Name of Municipality or Authority

Signature of Authorized Representative \*

**Michael Gianforte**

Print or Type Name

**mgianforte@trwra.org**

Email

Date

**Executive Director**

Print or Type Position

**(732) 229-8578**

Telephone

\* Authorization to sign for the agency:

**2015-09-92**

Resolution #

**09/15/2015**

Date

*(Note: Submit the resolution with this certification. If no such resolution granting authority to sign exists, the full resolution, consenting to the project, must be submitted with this certification.)*

**D. CERTIFICATION BY THE WASTEWATER TREATMENT FACILITY OWNER**

**Notes:** This certification is required for applications that include a sewer connection/extension. This certification must be completed by the owner of the wastewater treatment facility receiving the wastewater identified in this application.

**Name of Facility/Site/Project:** Main Street Sanitary Sewer Extension

**Certifying Statement:**

"I hereby certify that the committed flow to the below identified wastewater treatment plant does not exceed the presently permitted design capacity and, with the additional flow proposed by this application, the permitted design capacity is not anticipated to be exceeded. For the purposes of this certification, committed flow means the sum of the (1) actual metered flow, (2) flow from DEP approved TWA applications (not yet operational), and (3) flow from locally approved projects that do not require DEP approval. I further certify that the treatment plant is currently complying with its conventional and non-conventional NJPDES permit requirements (see N.J.A.C. 7:14A- 22.17(b)-(d), percent removal and toxicity requirements excluded from this certification) as determined by a rolling average of the three most recent monthly discharge monitoring reports that were required to be submitted to the Department as of this date, and based upon my assessment of all information pertinent to this permit request, is anticipated to continue to do so with the additional flow from this project."

Two Rivers Water Reclamation Authority

NJ0026735

Name of Wastewater Treatment Plant

NJPDES Permit Number

Two Rivers Water Reclamation Authority

Name of Authority Accepting for Treatment

Signature of Authorized Representative \*

Date

Michael Gianforte

Executive Director

Print or Type Name

Print or Type Position

mgianforte@trwra.org

(732) 229-8578

Email

Telephone

\* Authorization to sign for the agency:

2015-09-92

09/15/2015

Resolution #

Date

*(Note: Submit the resolution with this certification. If no such resolution granting authority to sign exists, the full resolution, consenting to the project, must be submitted with this certification.)*

**E. CERTIFICATION BY THE DISTRICT SLUDGE MANAGEMENT LEAD PLANNING AGENCY**

**Note:** This certification is only required for applications that involve construction of residual management units at ultimate residuals management sites.

**Name of Facility/Site/Project:** \_\_\_\_\_

**Certifying Statement:**

“As an authorized representative of the below identified agency, I hereby certify that the agency consents to the submission of the above listed application to the Department of Environmental Protection for approval. I further certify that the project as proposed conforms with the requirements of this agency.”

\_\_\_\_\_  
Name of Agency

\_\_\_\_\_  
Signature of Authorized Representative \*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Print or Type Position

\_\_\_\_\_  
Email

\_\_\_\_\_  
Telephone

\* Authorization to sign for the agency:

\_\_\_\_\_  
Resolution #

\_\_\_\_\_  
Date

*(Note: Submit the resolution with this certification. If no such resolution granting authority to sign exists, the full resolution, consenting to the project, must be submitted with this certification.)*

**RESOLUTION OF THE BOROUGH OF OCEANPORT  
APPROVING ANASTASIA SMITH FOR OCEANPORT FIRST AID MEMBERSHIP**

**Resolution**

**WHEREAS**, Anastasia Smith, Long Branch, has submitted a Membership Application to join the Oceanport Volunteer First Aid & Rescue Squad; and

**WHEREAS**, the application has been approved and accepted by the Squad membership, approved by the First Aid Captain and received Police Chief designation of suitable for service,

**NOW, THEREFORE BE IT RESOLVED**, by the Governing Body of the Borough of Oceanport that the First Aid Department Membership Application of Anastasia Smith is hereby approved.

## BOROUGH OF OCEANPORT

Michael P. Kelly  
Chief of Police

Michael S. Chenoweth  
Captain

Michael Fagiarone  
Lieutenant



## POLICE DEPARTMENT

P.O. BOX 370, OCEANPORT, NEW JERSEY 07757

732.222.6300

Main

732.222.6301 ext 1015

Records

732.222.0945

Fax

Wednesday, November 22, 2023

To: Donna Phelps, Oceanport Borough Administrator  
Jeanne Smith, Borough Clerk

Reference: Anastasia Smith

Dept.: Oceanport First Aid Squad

Please be advised that the record check of the above applicant for membership in a volunteer organization is complete. Our investigation has led to the following finding:

☒ The applicant is suitable for membership.

☐ The applicant is NOT suitable for membership.

If there are any further questions regarding this applicant, please contact my office.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael P. Kelly".

Michael P. Kelly  
Chief of Police

**RESOLUTION OF THE BOROUGH OF OCEANPORT  
APPROVING RANDY A. THORNE, JR. FOR OCEANPORT FIRST AID MEMBERSHIP**

**Resolution**

**WHEREAS**, Randy A. Thorne, Jr., Long Branch, has submitted a Membership Application to join the Oceanport Volunteer First Aid & Rescue Squad; and

**WHEREAS**, the application has been approved and accepted by the Squad membership, approved by the First Aid Captain and received Police Chief designation of suitable for service,

**NOW, THEREFORE BE IT RESOLVED**, by the Governing Body of the Borough of Oceanport that the First Aid Department Membership Application of Randy A. Thorne, Jr. is hereby approved.

## BOROUGH OF OCEANPORT

Michael P. Kelly  
Chief of Police

Michael S. Chenoweth  
Captain

Michael Fagiarone  
Lieutenant



## POLICE DEPARTMENT

P.O. BOX 370, OCEANPORT, NEW JERSEY 07757

732.222.6300

Main

732.222.6301 ext 1015

Records

732.222.0945

Fax

Wednesday, November 22, 2023

To: Donna Phelps, Oceanport Borough Administrator  
Jeanne Smith, Borough Clerk

Reference: Randy A. Thorne Jr.

Dept.: Oceanport First Aid Squad

Please be advised that the record check of the above applicant for membership in a volunteer organization is complete. Our investigation has led to the following finding:

☒ The applicant is suitable for membership.

☐ The applicant is NOT suitable for membership.

If there are any further questions regarding this applicant, please contact my office.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael P. Kelly".

Michael P. Kelly  
Chief of Police

**RESOLUTION OF THE BOROUGH OF OCEANPORT  
APPROVING LAURA TEBELE FOR OCEANPORT FIRST AID MEMBERSHIP**

**Resolution**

**WHEREAS**, Laura Tebele, Long Branch, has submitted a Membership Application to join the Oceanport Volunteer First Aid & Rescue Squad; and

**WHEREAS**, the application has been approved and accepted by the Squad membership, approved by the First Aid Captain and received Police Chief designation of suitable for service,

**NOW, THEREFORE BE IT RESOLVED**, by the Governing Body of the Borough of Oceanport that the First Aid Department Membership Application of Laura Tebele is hereby approved.

## BOROUGH OF OCEANPORT

Michael P. Kelly  
Chief of Police

Michael S. Chenoweth  
Captain

Michael Fagiarone  
Lieutenant



## POLICE DEPARTMENT

P.O. BOX 370, OCEANPORT, NEW JERSEY 07757

732.222.6300

Main

732.222.6301 ext 1015

Records

732.222.0945

Fax

Wednesday, December 6, 2023

To: Donna Phelps, Oceanport Borough Administrator  
Jeanne Smith, Borough Clerk

Reference: Laura Tebele

Dept.: Oceanport First Aid Squad

Please be advised that the record check of the above applicant for membership in a volunteer organization is complete. Our investigation has led to the following finding:

☒ The applicant is suitable for membership.

☐ The applicant is NOT suitable for membership.

If there are any further questions regarding this applicant, please contact my office.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael P. Kelly".

Michael P. Kelly  
Chief of Police

**RESOLUTION OF THE BOROUGH OF OCEANPORT  
AUTHORIZING A WAIVER OF §390-19(F) ACCESSORY STRUCTURES FOR 6 BAYVIEW PLACE**

**Resolution**

**WHEREAS**, resident Russell Baskin of 6 Bayview Place desires to install / maintain medium sized boulders within the Borough's right of ways along the Bayview Place frontage of his property in order to maintain the lawn and control parking and has appealed to the Governing Body for relief from §390-19(F) Accessory Structures; and

**WHEREAS**, Borough Code §390-19(F) states: *Improvements shall not be placed or constructed within the Borough's right-of-way, i.e., sprinkler heads, decorative mailbox columns, pillars, fencing and any curbing, specialty or otherwise, such as Belgian block, not part of an approved development plan, a Borough road-improvement program or a right-of-way not having curbing without written permission from the Borough Council. Such items that are placed in the Borough rights-of-way shall not be the responsibility of the Borough should they be damaged, whether it be by snow plowing or otherwise,*

**WHEREAS**, the Borough Engineer has reviewed same request and has recommended that the request be denied per correspondence dated Dec. 6, 2023,

**NOW THEREFORE BE IT RESOLVED** by the Governing Body of the Borough of Oceanport that a waiver of Borough Code §390-19(F) for the placement of medium sized boulders along the Bayview Ave frontage of 6 Bayview Place is hereby \_\_\_\_\_

**BE IT FURTHER RESOLVED** that a copy of the here within resolution be provided to Russell Baskin, the Zoning Officer, Code Enforcement Office

**From:** [William White](#)  
**To:** [Jeanne Smith](#)  
**Subject:** RE: Need Recommendation FW: Improvement of Right of Way - 390-19F - 6 Bayview Place  
**Date:** Wednesday, December 6, 2023 5:34:10 PM

---

**CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Jeanne,

I reviewed the request for placement of boulders along a portion of Bayview Place and Ordinance 64-33. The Ordinance does not list Bayview Place as having a prohibition on parking.

The photo provided has the boulders on the edge of pavement.

There is approximately 100 feet from the stop sign to the resident's driveway. Parking is prohibited within 30' of a stop sign, so this leaves 70' or enough space to park 3 vehicles.

I have a safety concern with the size and location of the boulders. Should a vehicle lose control during a weather event and veer off the cartway there is no safe zone for them to recover control.

I would suggest that they consider a less aggressive course of action such as driveway marker/reflectorized stakes that would simply bend over/break if hit by a vehicle.

I would not recommend that the Council approve this request.

Bill

**William White, PE, PP, CME, CFM, CPWM**

Sr. Project Manager | Governmental Services  
 Holmdel, New Jersey

**Colliers Engineering & Design**

[william.white@collierseng.com](mailto:william.white@collierseng.com)

Direct: 732 704 5978 | Cell: 732 241 7874 | Main: 877 627 3772

[colliersengineering.com](http://colliersengineering.com) | [affiliated authorized entities](#)



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---

**From:** Jeanne Smith <[JSmith@oceanportboro.com](mailto:JSmith@oceanportboro.com)>  
**Sent:** Wednesday, December 6, 2023 5:00 PM  
**To:** William White <[William.White@collierseng.com](mailto:William.White@collierseng.com)>  
**Subject:** RE: Need Recommendation FW: Improvement of Right of Way - 390-19F - 6 Bayview Place

**This message originated from outside your organization**

---

Use this

Jeanne Smith, RMC  
Borough Clerk  
Zoning Officer  
Planning/Zoning Board Secretary  
Borough of Oceanport  
910 Oceanport Way  
PO Box 370  
Oceanport, NJ 07757  
Tel: 732.222.8221  
Fax: 732.222.0904

---

**From:** William White <[William.White@collierseng.com](mailto:William.White@collierseng.com)>

**Sent:** Wednesday, December 6, 2023 4:37 PM

**To:** Jeanne Smith <[JSmith@oceanportboro.com](mailto:JSmith@oceanportboro.com)>

**Subject:** RE: Need Recommendation FW: Improvement of Right of Way - 390-19F - 6 Bayview Place

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Jeanne, I can not open the attachements

**William White, PE, PP, CME, CFM, CPWM**

Sr. Project Manager | Governmental Services  
Holmdel, New Jersey

**Colliers Engineering & Design**

[william.white@collierseng.com](mailto:william.white@collierseng.com)

Direct: 732 704 5978 | Cell: 732 241 7874 | Main: 877 627 3772

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---

**From:** Jeanne Smith <[JSmith@oceanportboro.com](mailto:JSmith@oceanportboro.com)>

**Sent:** Wednesday, December 6, 2023 4:12 PM

**To:** William White <[william.white@collierseng.com](mailto:william.white@collierseng.com)>

**Subject:** Need Recommendation FW: Improvement of Right of Way - 390-19F - 6 Bayview Place

**This message originated from outside your organization**

---

Bill – please see below and attached. They are looking for permission to place/keep the boulders in the Borough right of way which requires approval of M&C re: 390-19F. If you could give me your recommendation to include with the request so I can place on the next agenda for council consideration.

Thanks!

Jeanne Smith, RMC  
Borough Clerk  
Zoning Officer  
Planning/Zoning Board Secretary  
Borough of Oceanport  
910 Oceanport Way  
PO Box 370  
Oceanport, NJ 07757  
Tel: 732.222.8221  
Fax: 732.222.0904

---

**From:** Russell Baskin <[russbaskin@gmail.com](mailto:russbaskin@gmail.com)>

**Sent:** Tuesday, December 5, 2023 3:03 PM

**To:** Jeanne Smith <[JSmith@oceanportboro.com](mailto:JSmith@oceanportboro.com)>

**Cc:** Timothy Griffin <[tgriffin@oceanportboro.com](mailto:tgriffin@oceanportboro.com)>; 'Lisa Baskin' <[lbaskin@hotmail.com](mailto:lbaskin@hotmail.com)>

**Subject:** Improvement of Right of Way - 390-19F - 6 Bayview Place

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Jeanne:

Thank you for taking my call today, below and attached is what you instructed me to provide to have our request heard by Mayor and Council next Thursday 12/14/23.

#### **Request to Mayor and Council:**

We are asking for permission to improve the right-of-way along the Bayview Place side of our property.

#### **Improvement**

We are asking to install mid-sized boulders, 12-18" in from the asphalt as to not interfere with the roadway plowing etc.

#### **Reason**

The purpose is to prevent people from parking on the grass alongside this small stretch of roadway and in front of the stop sign. When this happens, it creates areas where water pools each time it rains. This water increases the already nuisance flooding condition at this corner. At the same time, it causes damage to lawn and property. This roadway is sized for two cars (this is already tight), with

one car entering and one car leaving the intersection. If a car is parked there - this sets up for a dangerous situation, allowing only one car in the roadway and one car stuck in the middle of Monmouth Blvd.

**Proof**

As an experiment, in October, we placed stones temporarily in place, **as a result no one has parked there in 2 months, flooding has subsided, roadway has been clear, and property has not been damaged.**

**We are asking that you please grant us permission to keep these stones in place, to keep our area and community beautiful and safe.**

I have checked with the neighbors they might affect. They have all complemented on the beautification this has provided and have nothing but positive comments about these stones.

- **Jon & Chelsi Rohl - 118 Hiawatha Avenue - Next door - 347-581-3143**
- **Ralph & Anne Marra - 7 Bayview Place – Across Bayview Place – 732-870-6272**
- **Bruno & Kim Molino - 144 Monmouth Blvd - Directly across From Bayview Intersection- 732-735-5239**

Thank you in advance of your decision.

Very Truly Yours,

Russell Baskin  
732-433-6244

Attachments

\*Survey of property w/ Stones drawn in

\*Photos in both directions of stones

**RESOLUTION OF THE BOROUGH OF OCEANPORT  
AUTHORIZING RENEWAL OF SERVICE AGREEMENT WITH THE MONMOUTH COUNTY SPCA FOR  
ANIMAL CONTROL SERVICES FOR CY2024**

**Resolution**

**WHEREAS**, the Monmouth County S.P.C.A., being a duly authorized agency for animal control and animal shelter under the authority of New Jersey State Law Title 4, and having such authority within the County of Monmouth to act as so, shall enter into a "Memorandum of Understanding (MOU)" for animal control services with the Borough of Oceanport, being a duly authorized Municipality within the County of Monmouth.

**WHEREAS**, the Borough of Oceanport has a need for animal control services in the Borough of Oceanport as its current agreement expires December 31, 2023; and

**WHEREAS**, the Borough currently uses the Monmouth County SPCA for its animal control services and is extremely satisfied with the services provided; and

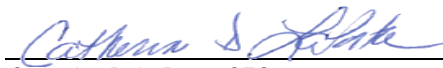
**WHEREAS**, Monmouth County SPCA has submitted a proposal dated September 26, 2023 to renew the agreement at a cost of \$5,100.00 annually billable at \$425.00 per month to be paid from the Borough's Animal Control Fund (no increase over last year) subject to the availability and appropriation of funds for the 2024 budget.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Oceanport that the Service Agreement with the Monmouth County SPCA is hereby approved and the Mayor and Borough Clerk are hereby authorized to sign contract.

**BE IT FURTHER RESOLVED**, that this agreement is subject to the availability and appropriation of funds from the Animal Control Fund for the 2024 budget year.

**CERTIFICATION OF FUNDS**

I, Catherine D. LaPorta, Chief Financial Officer, of the Borough of Oceanport, do hereby certify that funds are available in the Animal Control Fund for the purpose stated herein and subject to future availability in the Animal Control Fund.

  
Catherine D. LaPorta, CFO

**RESOLUTION OF THE BOROUGH OF OCEANPORT  
AUTHORIZING CHANGE ORDER #1 TO THE CONTRACT FOR DEMOLITION OF BUILDING 555  
BETWEEN A.B. KURRE CONTRACTING AND THE BOROUGH OF OCEANPORT PURSUANT WITH THE  
FMERA MOU FOR BUILDING 555**

**Resolution**

**WHEREAS**, pursuant with adoption of Resolution #2023-205 the Borough of Oceanport awarded a contract to A.B. Kurre Contracting of Freehold, NJ for the Asbestos Abatement and Demolition of FMERA Building 555 for the original sum of \$235,750.00; and

**WHEREAS**, change orders are regulated by Local Finance Board Regulations (N.J.A.C. 5:30-14.4); and

**WHEREAS**, there is a need to amend the contract with A.B. Kurre Contracting for an emergent issue concerning exposed asbestos as stated in a letter from the Engineer dated December 7, 2023; and

**WHEREAS**, the original contract of \$235,750.00 will be increased by \$21,075.12 to reflect the amendment; and

**WHEREAS**, available funds for Change Order #1 have been certified by the Chief Financial Officer from Account #02-213-40-700-068 as indicated below; and

**WHEREAS**, the Fort Monmouth Economic Revitalization Authority (FMERA) has approved Change Order #1 pursuant with email from Joseph Fallon dated December 5, 2023; and

**WHEREAS**, based on the foregoing, the Borough Council has determined that it is necessary and appropriate to approve Change Order #1 for a total increase in the amount of \$21,075.12,

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Oceanport as follows:

1. Change Order #1 to increase the contract between the Borough of Oceanport and A.B. Kurre Contracting by \$21,075.12 is hereby approved.
2. The Mayor and Borough Clerk are hereby authorized to sign the change order on behalf of the Borough.

**CERTIFICATION OF FUNDS**

As required by N.J.A.C. 5:34-5.1 et. seq., and any other applicable requirement, I, Catherine D. LaPorta, Chief Financial Officer of the Borough of Oceanport, certify that there are sufficient funds available in the FMERA MOU 555 budget line item Account #02-213-40-700-068 not to exceed \$21,075.12 for the above referenced contract change order.

  
Catherine D. LaPorta, CFO

101 Crawfords Corner Road  
Suite 3400  
Holmdel New Jersey 07733  
Main: 877 627 3772



December 7, 2023

**VIA EMAIL**

Honorable Mayor and Council  
Borough of Oceanport  
910 Oceanport Way  
P. O. Box 370  
Oceanport, NJ 07757

Partial Payment No. 2, CO No.1  
Asbestos Abatement and Demolition of FMERA Building 555  
Borough of Oceanport, Monmouth County, New Jersey  
Colliers Engineering & Design Project No. OPB-0181B

Dear Mayor and Council,

We are writing this letter to certify that AB Kurre Contracting, Inc., 974 Highway 33 East, Freehold, NJ 07728, contractor for the above-referenced project, has completed the work as listed on the enclosed Partial Payment Certificate No. 2 and is entitled to payment in the amount of \$114,268.00. Also enclosed, please find Change Order No.1 for additional asbestos abatement uncovered during building demolition for a net increase of \$21,075.12. Certified weekly payroll and monthly manning reports through November 27, 2023 are also attached.

Should you have any questions or require additional information, please do not hesitate to contact me directly.

Sincerely,

Colliers Engineering & Design, Inc.  
(DBA Maser Consulting)

A handwritten signature in blue ink, appearing to read "W. H. White, III".

William H.R. White, III, P.E., P.P., C.M.E.  
Oceanport Borough Engineer

WHW/rd  
Enclosure

cc: Donna Phelps, Administrator (via email)  
Jeanne Smith, RMC, Borough Clerk (via email)  
Katie LaPorta, CFO (via email)  
AB Kurre Contracting, Inc. (via email)

r:\projects\m-p\opb\opb0181b\correspondence\out\231207\_whw\_smith\_pp#2, co1.docx



ASBESTOS ABATEMENT AND DEMOLITION OF FMERA BUILDING 555  
BOROUGH OF OCEANPORT  
PARTIAL PAYMENT CERTIFICATE NO. 2  
FOR WORK COMPLETED THROUGH 12/05/2023  
PROJECT NO. OPB-0181B

| ITEM NO. | DESCRIPTION (BASE BID)                                                                                                                                                                                                                                                             | QUANTITY |    | UNIT PRICE   | CONTRACT TOTALS     | QUANTITY THIS EST. | AMOUNT THIS EST.    | QUANTITY PREV EST. | AMOUNT PREV EST. | QUANTITY TO DATE | AMOUNT TO DATE      |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----|--------------|---------------------|--------------------|---------------------|--------------------|------------------|------------------|---------------------|
|          | <b>BASE BID 1</b>                                                                                                                                                                                                                                                                  |          |    |              |                     |                    |                     |                    |                  |                  |                     |
| 1        | FMERA BUILDING 555 LOCATED ON CAREN FRANZINI WAY AND SHERRYLL AVENUE - DEMOLITION OF ONE BUILDING, ABOVE AND BELOW GROUND UTILITIES, REMOVAL OF ASBESTOS CONTAINING MATERIAL (ACMs), IMPORTING CERTIFIED CLEAN FILL MATERIAL, COMPACTING, GRADING, WITHIN THE LIMIT OF DEMOLITION. | 1        | LS | \$235,750.00 | \$235,750.00        | 0.49               | \$116,600.00        | 0.38               | \$ 90,000.00     | 0.88             | \$206,600.00        |
|          | <b>TOTALS</b>                                                                                                                                                                                                                                                                      |          |    |              | <b>\$235,750.00</b> |                    | <b>\$116,600.00</b> |                    |                  |                  | <b>\$206,600.00</b> |

I hereby certify that all items, units, quantities and prices of work and material shown in this progress estimate are correct; that the work has been performed and materials supplied and completely paid for in full in accordance with the terms of the contract documents involved; that the foregoing is a true and correct statement of the contract amount up to and including the last day of the period covered by this estimate; and that no part of the "Total Amount Due" has been received:

|                                |              |
|--------------------------------|--------------|
| <b>LESS 2% RETAINAGE:</b>      | \$ 4,132.00  |
| <b>SUBTOTAL AMOUNT DUE:</b>    | \$202,468.00 |
| <b>LESS PREVIOUS PAYMENTS:</b> | \$88,200.00  |
| <b>TOTAL AMOUNT DUE:</b>       | \$114,268.00 |
| <b>PERCENTAGE COMPLETE:</b>    | 88%          |

  
AB KURRE CONTRACTING, INC.

  
DATE: 12/6/23

12/7/2023

COLLIERS ENGINEERING & DESIGN, INC.

DATE:

**CHANGE ORDER NUMBER - 1**

|                     |                                                               |
|---------------------|---------------------------------------------------------------|
| <b>Project</b>      | <b>ASBESTOS ABATEMENT AND DEMOLITION OF FMRA BUILDING 555</b> |
| <b>Municipality</b> | <b>BOROUGH OF OCEANPORT</b>                                   |
| <b>County</b>       | <b>MONMOUTH</b>                                               |
| <b>Contractor</b>   | <b>AB KURRE CONTRACTING, INC.</b>                             |

**In accordance with the project Supplementary Specification, the following are changes in the contract.**

**Location and Reason for Change** (Attach additional sheets if required)

- **Supplemental Items**

[illegible]

| <u>Item No.</u>       | <u>Description</u> | <u>Quantity (+/-)</u> | <u>Unit Price</u> | <u>Amount</u> |
|-----------------------|--------------------|-----------------------|-------------------|---------------|
|                       |                    |                       | \$                | -             |
|                       |                    |                       | \$                | -             |
|                       |                    |                       | \$                | -             |
|                       |                    |                       | \$                | -             |
| <b>Total Decrease</b> |                    |                       | \$                | -             |

| Supplemental Items              |                                                                                                                             |                       |                   |                     |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------|---------------------|
| <u>Item No.</u>                 | <u>Description</u>                                                                                                          | <u>Quantity (+/-)</u> | <u>Unit Price</u> | <u>Amount</u>       |
| S-1                             | Additional Asbestos Abatement - Removal of Approximately 190 LF of Pipe and Insulation Uncovered During Building Demolition | 1 LS                  | \$ 21,075.12      | \$ 21,075.12        |
| <b>Total Supplemental Items</b> |                                                                                                                             |                       |                   | <b>\$ 21,075.12</b> |

|                                             |                      |                     |                            |
|---------------------------------------------|----------------------|---------------------|----------------------------|
| Amount of Original Contract                 | \$ 235,750.00        | Extra               | \$ 0.00                    |
| Change Order No. 1 Amount                   | <u>\$ 21,075.12</u>  | Supplemental        | <u>\$ 21,075.12</u>        |
|                                             |                      | Reduction           | <u>\$ 0.00</u>             |
| Adjusted Amount Based on Change Order No. 1 | <u>\$ 256,825.12</u> | <b>Total Change</b> | <u><b>\$ 21,075.12</b></u> |

|                                                                                     |           |
|-------------------------------------------------------------------------------------|-----------|
| % Change in Contract                                                                |           |
| [(+) Increase or (-) Decrease]                                                      | 8.94%     |
|  | 12/7/2023 |
| Colliers Engineering & Design<br>(Engineer)                                         | (Date)    |

Borough of Oceanport  
(Presiding Officer)

(Date)

  
A.B. Kurre Contracting, Inc.  
(Contractor)

12/6/23  
(Date)

**PAYROLL CERTIFICATION FOR PUBLIC WORKS PROJECTS**  
*(for Contractor and Subcontractor's Use for Weekly and Final Certification) (N.J.A.C. 12:60-2.1 and 5.1)*



| NAME OF CONTRACTOR <input checked="" type="checkbox"/> OR SUBCONTRACTOR <input type="checkbox"/><br><b>A.B. Kurre Contracting, Inc.</b> |                              |                                                                                |                       | ADDRESS<br><b>974 Rt 33 Freehold, NJ 07728</b>                                                                                    |   |    |   | DATE WAGES DUE<br><b>12/1/23</b>                |     | DATE WAGES PAID<br><b>12/1/23</b> |                         |                                 |                   |                  |                         |          |         |       |                          |                                        |                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------------------------------------------------------------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------|---|----|---|-------------------------------------------------|-----|-----------------------------------|-------------------------|---------------------------------|-------------------|------------------|-------------------------|----------|---------|-------|--------------------------|----------------------------------------|----------------------------------------------|
| PAYROLL NO.<br><b>1</b>                                                                                                                 |                              | WEEK ENDING OR FINAL CERTIFICATION<br><b>11/27/23</b> <input type="checkbox"/> |                       | PROJECT NAME AND LOCATION<br><b>Asbestos Abatement and Demolition of FMERA Bldg. 555 – Fort Monmouth, NJ Borough of Oceanport</b> |   |    |   | CONTRACTOR REGISTRATION NUMBER<br><b>676817</b> |     |                                   |                         |                                 |                   |                  |                         |          |         |       |                          |                                        |                                              |
| 1.<br>NAME AND ADDRESS<br>OF EMPLOYEE                                                                                                   | 2.<br>WORK<br>CLASSIFICATION | Overtime (OT)<br>or<br>Straight time                                           | 3. DAY AND DATE       |                                                                                                                                   |   |    |   |                                                 |     | 4.<br>TOTAL<br>HOURS              | 5.<br>RATE<br>OF<br>PAY | 6.<br>GROSS<br>AMOUNT<br>EARNED |                   | 7.<br>DEDUCTIONS |                         |          |         |       |                          | 8.<br>NET<br>WAGES<br>PAID FOR<br>WEEK | 9.<br>Total<br>Fringe<br>Benefit<br>Cost/Hr. |
|                                                                                                                                         |                              |                                                                                | M                     | T                                                                                                                                 | W | Th | F | Sat                                             | Sun |                                   |                         | This<br>Project<br>Only         | Total for<br>Week | FICA             | With-<br>holding<br>Tax | NJ STATE | DBL SUI | OTHER | Total<br>Deduc-<br>tions |                                        |                                              |
|                                                                                                                                         |                              |                                                                                | HOURS WORKED EACH DAY |                                                                                                                                   |   |    |   |                                                 |     |                                   |                         |                                 |                   |                  |                         |          |         |       |                          |                                        |                                              |
| <b>Ronald T Carrdine<br/>760 Newman Springs Road<br/>Lincroft, NJ 08755</b>                                                             | <b>Operator</b>              | OT                                                                             | 0                     | 0                                                                                                                                 | 0 | 0  | 0 | 0                                               | 0   | 0                                 | 0                       |                                 |                   |                  |                         |          |         |       |                          |                                        |                                              |
|                                                                                                                                         |                              | ST                                                                             | 0                     | 0                                                                                                                                 | 0 | 0  | 8 | 0                                               | 0   | 8                                 | 92.62                   | 740.96                          | 740.96            | 66.77            | 10.75                   | 14.19    | 0.45    | 0.00  | 92.16                    | 648.80                                 |                                              |
| <b>Alberto Sanchez-Reyes<br/>147 White Pond Road<br/>Oakhurst, NJ 07755</b>                                                             | <b>Operator</b>              | OT                                                                             | 0                     | 0                                                                                                                                 | 0 | 0  | 0 | 0                                               | 0   | 0                                 | 0                       |                                 |                   |                  |                         |          |         |       |                          |                                        |                                              |
|                                                                                                                                         |                              | ST                                                                             | 0                     | 0                                                                                                                                 | 0 | 0  | 8 | 0                                               | 0   | 8                                 | 93.36                   | 746.88                          | 746.88            | 46.30            | 10.83                   | 8.40     | 0.45    | 0.00  | 65.98                    | 680.90                                 |                                              |
| <b>Gaspar Castillo Juarez<br/>502 Brinley Ave., Apt 10<br/>Bradley Beach, NJ 07720</b>                                                  | <b>Laborer</b>               | OT                                                                             | 0                     | 0                                                                                                                                 | 0 | 0  | 0 | 0                                               | 0   | 0                                 | 0                       |                                 |                   |                  |                         |          |         |       |                          |                                        |                                              |
|                                                                                                                                         |                              | ST                                                                             | 0                     | 0                                                                                                                                 | 8 | 0  | 0 | 0                                               | 0   | 8                                 | 81.25                   | 650.00                          | 650.00            | 52.03            | 9.43                    | 10.69    | 0.39    | 0.00  | 72.54                    | 577.46                                 |                                              |
|                                                                                                                                         |                              | OT                                                                             | 0                     | 0                                                                                                                                 | 0 | 0  | 0 | 0                                               | 0   | 0                                 | 0                       |                                 |                   |                  |                         |          |         |       |                          |                                        |                                              |
|                                                                                                                                         |                              | ST                                                                             | 0                     | 0                                                                                                                                 | 8 | 0  | 0 | 0                                               | 0   | 0                                 | 0                       |                                 |                   |                  |                         |          |         |       |                          |                                        |                                              |
|                                                                                                                                         |                              | OT                                                                             | 0                     | 0                                                                                                                                 | 0 | 0  | 0 | 0                                               | 0   | 0                                 | 0                       |                                 |                   |                  |                         |          |         |       |                          |                                        |                                              |
|                                                                                                                                         |                              | ST                                                                             | 0                     | 0                                                                                                                                 | 8 | 0  | 0 | 0                                               | 0   | 0                                 | 0                       |                                 |                   |                  |                         |          |         |       |                          |                                        |                                              |
|                                                                                                                                         |                              | OT                                                                             |                       |                                                                                                                                   |   |    |   |                                                 |     |                                   |                         |                                 |                   |                  |                         |          |         |       |                          |                                        |                                              |
|                                                                                                                                         |                              | ST                                                                             | 0                     | 0                                                                                                                                 | 0 | 0  | 0 | 0                                               | 0   | 0                                 | 0                       |                                 |                   |                  |                         |          |         |       |                          |                                        |                                              |
|                                                                                                                                         |                              | OT                                                                             |                       |                                                                                                                                   |   |    |   |                                                 |     |                                   |                         |                                 |                   |                  |                         |          |         |       |                          |                                        |                                              |
|                                                                                                                                         |                              | ST                                                                             |                       |                                                                                                                                   |   |    |   |                                                 |     |                                   |                         |                                 |                   |                  |                         |          |         |       |                          |                                        |                                              |

Questions? Please contact the Division of Wage and Hour Compliance at (609) 292-2259 or (609) 292-2283.

R-01-25-17

**SUBMIT TO PUBLIC BODY OR LESSOR**

Date 12/1/23

I, Allen Kurre President  
(Name of signatory party) (Title)

do hereby state and certify:

(1) That I pay or supervise the payment of the persons employed by A.B. Kurre Contracting, Inc.  
I on the New Jersey City University  
(Contractor or Subcontractor) (Project Name and Location)  
that during the payroll period beginning on 11/21/23, and ending on 11/27/23, all persons employed  
(Date) (Date)

on said project have been paid the full weekly wages earned, that no rebates have been or will be made either  
directly or indirectly to or on behalf of said A.B. Kurre Contracting, Inc.  
(Contractor or Subcontractor)

from the full weekly wages earned by any person and that no deductions have been made either directly or  
indirectly from the full wages earned by any person, other than permissible deductions as defined in the New Jersey  
Prevailing Wage Act, N.J.S.A. 34:11-56.25 et seq. and Regulation N.J.A.C. 12:60 et seq. and the Payment of  
Wages Law, N.J.S.A. 34:11-4.1 et seq.

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct  
and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage  
rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for  
each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered with the United States Department  
of Labor, Bureau of Apprenticeship and Training and enrolled in a certified apprenticeship program.

(4) That:  
(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS  
X In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above  
referenced payroll, payments of fringe benefits as listed in the contract have been or will be  
made when due to appropriate programs for the benefit of such employees, except as noted in  
Section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH  
☐ Each laborer or mechanic listed in the above referenced payroll has been paid as indicated on  
the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the  
amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c)  
below.

(c) FRINGE BENEFITS

|                                                                                                              |
|--------------------------------------------------------------------------------------------------------------|
| EXCEPTIONS (CRAFT)                                                                                           |
|                                                                                                              |
|                                                                                                              |
|                                                                                                              |
|                                                                                                              |
|                                                                                                              |
| REMARKS                                                                                                      |
|                                                                                                              |
| PLEASE SPECIFY THE TYPE OF BENEFIT PROVIDED AND NOTE THE TOTAL COST PER HOUR IN BLOCK 9 ON THE REVERSE SIDE* |
| 1) Medical or hospital coverage <input type="checkbox"/>                                                     |
| 2) Dental coverage <input type="checkbox"/>                                                                  |
| 3) Pension or Retirement <input type="checkbox"/>                                                            |
| 4) Vacation, Holidays <input type="checkbox"/>                                                               |
| 5) Sick days <input type="checkbox"/>                                                                        |
| 6) Life Insurance <input type="checkbox"/>                                                                   |
| 7) Other (Explain) <input type="checkbox"/>                                                                  |
| * TO CALCULATE THE COST PER HOUR, DIVIDE 2,000 HOURS INTO THE BENEFIT COST PER YEAR PER EMPLOYEE.            |

(5) N.J.S.A. 12:60-2.1 and 5.1 – The Public Works employers shall submit to the public body or lessora  
certified payroll record each pay period within 10 days of the payment of wages.

|                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NAME AND TITLE<br><b>Allen Kurre - President</b>                                                                                                                                                                      |
| SIGNATURE<br>                                                                                                                    |
| THE FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. N.J.S.A. 34:11-56.25 ET SEQ. AND N.J.A.C. 12:60 ET SEQ. AND N.J.S.A. 34:11-4.1 ET SEQ. |

## State Of New Jersey

Department of Labor & Workforce Development  
Construction EEO Compliance Monitoring Program

10.42.a

## MONTHLY PROJECT WORKFORCE REPORT - CONSTRUCTION

For instructions on completing the form, go to:

[http://www.state.nj.us/treasury/contract\\_compliance/pdf/aa202ins.pdf](http://www.state.nj.us/treasury/contract_compliance/pdf/aa202ins.pdf)

|                                                                         |         |                                                                                                                                       |                                   |
|-------------------------------------------------------------------------|---------|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| 1. Name and address of Prime Contractor<br>A.B. Kurre Contracting, Inc. |         | 2. Contractor ID Number<br>676817                                                                                                     | 3. FID or SS Number<br>22-2980301 |
| (NAME)                                                                  |         | 4. Reporting Period<br>December, 2023                                                                                                 |                                   |
| 974 Rt 33                                                               |         | 5. Public Agency Awarding Contract<br>Date of Award                                                                                   |                                   |
| (ADDRESS)                                                               |         | 6. Name and Location of Project<br>Asbestos Abatement and Demolition of FMERA Bldg.<br>555 – Fort Monmouth, NJ – Borough of Oceanport |                                   |
| Freehold                                                                | NJ      | 07728                                                                                                                                 | 7. Project ID Number<br>OPB-0181B |
| (CITY)                                                                  | (STATE) | (ZIP CODE)                                                                                                                            |                                   |

| 8. CONTRACTOR NAME<br>(LIST PRIME CONTRACTOR<br>WITH SUBS FOLLOWING) | 9. PERCENT<br>OF WORK<br>COMPLETED | 10. TRADE<br>OR<br>CRAFT | CLASSI-<br>FICATION<br>(SEE<br>REVERSE) | 11. NUMBER OF EMPLOYEES |       |          |                    |       |         | 12. TOTAL<br>NO. OF<br>MIN.<br>EMP. | 13. WORK HOURS         |             | 14. % OF WORK HRS |                  | 15. CUM. WORK HRS  |                        |               | 16. CUM. % OF W/H |                 |                 |
|----------------------------------------------------------------------|------------------------------------|--------------------------|-----------------------------------------|-------------------------|-------|----------|--------------------|-------|---------|-------------------------------------|------------------------|-------------|-------------------|------------------|--------------------|------------------------|---------------|-------------------|-----------------|-----------------|
|                                                                      |                                    |                          |                                         | A.                      | B.    | C.       | D.                 | E.    | F.      |                                     | TOTAL<br>WORK<br>HOURS | A.          | B.                | A.               | B.                 | TOTAL<br>WORK<br>HOURS | A.            | B.                | A.              | B.              |
|                                                                      |                                    |                          |                                         | TOTAL                   | BLACK | HISPANIC | AMERICAN<br>INDIAN | ASIAN | FEMALES |                                     |                        | MIN.<br>W/H | FEMALE<br>W/H     | % OF MIN.<br>W/H | % OF FEMALE<br>W/H |                        | MIN.<br>HOURS | FEMALE<br>HOURS   | % OF MIN<br>W/H | % OF FEM<br>W/H |
| A.B. Kurre Contracting                                               | 88%                                | Operator                 | J                                       | 2                       | 0     | 1        | 0                  | 0     | 0       | 1                                   | 16                     | 8           | 0                 | 50%              | 0%                 | 16                     | 8             | 0                 | 50%             | 0%              |
|                                                                      | 88%                                | Laborer                  | AP                                      | 1                       | 0     | 1        | 0                  | 0     | 0       | 1                                   | 8                      | 8           | 0                 | 100%             | 0%                 | 8                      | 8             | 0                 | 100%            | 0%              |
|                                                                      |                                    |                          |                                         |                         |       |          |                    |       |         |                                     |                        |             |                   |                  |                    |                        |               |                   |                 |                 |
|                                                                      |                                    |                          | J                                       |                         |       |          |                    |       |         |                                     |                        |             |                   |                  |                    |                        |               |                   |                 |                 |
|                                                                      |                                    |                          | AP                                      |                         |       |          |                    |       |         |                                     |                        |             |                   |                  |                    |                        |               |                   |                 |                 |
|                                                                      |                                    |                          |                                         |                         |       |          |                    |       |         |                                     |                        |             |                   |                  |                    |                        |               |                   |                 |                 |
|                                                                      |                                    |                          | J                                       |                         |       |          |                    |       |         |                                     |                        |             |                   |                  |                    |                        |               |                   |                 |                 |
|                                                                      |                                    |                          | AP                                      |                         |       |          |                    |       |         |                                     |                        |             |                   |                  |                    |                        |               |                   |                 |                 |
|                                                                      |                                    |                          |                                         |                         |       |          |                    |       |         |                                     |                        |             |                   |                  |                    |                        |               |                   |                 |                 |
|                                                                      |                                    |                          | J                                       |                         |       |          |                    |       |         |                                     |                        |             |                   |                  |                    |                        |               |                   |                 |                 |
|                                                                      |                                    |                          | AP                                      |                         |       |          |                    |       |         |                                     |                        |             |                   |                  |                    |                        |               |                   |                 |                 |
|                                                                      |                                    |                          |                                         |                         |       |          |                    |       |         |                                     |                        |             |                   |                  |                    |                        |               |                   |                 |                 |
|                                                                      |                                    |                          | J                                       |                         |       |          |                    |       |         |                                     |                        |             |                   |                  |                    |                        |               |                   |                 |                 |
|                                                                      |                                    |                          | AP                                      |                         |       |          |                    |       |         |                                     |                        |             |                   |                  |                    |                        |               |                   |                 |                 |

17. COMPLETED BY (PRINT OR TYPE)

Allen Kurre

(NAME)

[Signature]

(SIGNATURE)

President

(TITLE)

12/6/23

(DATE)

732 571 6800

(AREA CODE)

(TELEPHONE NUMBER)

(EXT.)

**From:** [Joseph Fallon](#)  
**To:** [William White](#)  
**Cc:** [Joseph Torlucci](#); [Bruce Bradford](#); [FMERA](#)  
**Subject:** RE: Under Discovery - Building 555  
**Date:** Tuesday, December 5, 2023 1:14:08 PM

**This message originated from outside your organization**

Bill,

The change order (approximately 21K) referenced below is acceptable to the FMERA. Thank you for moving this forward.

R/  
 Joe Fallon



**Joseph Fallon**

*Senior Environmental Officer*

Fort Monmouth Economic Revitalization Authority (FMERA)

PO Box 267 | Oceanport, NJ 07757 | 732-720-6347 | 609-649-7123 (cell)

[www.fortmonmouthnj.com](http://www.fortmonmouthnj.com)

**From:** William White <William.White@collierseng.com>  
**Sent:** Tuesday, December 5, 2023 12:19 PM  
**To:** Joseph Fallon <Joseph.Fallon@njeda.gov>  
**Cc:** Joseph Torlucci <joe.torlucci@collierseng.com>; Bruce Bradford <bruce.bradford@collierseng.com>  
**Subject:** FW: Under Discovery - Building 555

**CAUTION:** This email originated from outside the NJEDA. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Joe,

AB Kurre received a lower quote from Hazmat Diagnostic LLC for the unforeseen additional Asbestos removal.

The original estimate for the work was \$400,000 to 430,000, AB Kurre bid \$235,750, so there should be sufficient funds that were deposited with the Borough to cover the \$21k change order. I will verify with the CFO and work on a change Order for the Borough's December 14<sup>th</sup> meeting. I will authorize them to proceed now as the material is exposed, unless FMERA has an issue. Please advise.

Thank you.

Bill

**William White, PE, PP, CME, CFM, CPWM**

Sr. Project Manager | Governmental Services

Holmdel, New Jersey

**Colliers Engineering & Design**

[william.white@collierseng.com](mailto:william.white@collierseng.com)

Direct: 732 704 5978 | Cell: 732 241 7874 | Main: 877 627 3772

[colliersengineering.com](http://colliersengineering.com) | [affiliated authorized entities](#)



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**From:** Kelly Inguaggiato <[kelly@abkurrecontracting.com](mailto:kelly@abkurrecontracting.com)>

**Sent:** Tuesday, December 5, 2023 11:22 AM

**To:** Joseph Torlucci <[joe.torlucci@collierseng.com](mailto:joe.torlucci@collierseng.com)>; Allen Kurre <[allen@abkurrecontracting.com](mailto:allen@abkurrecontracting.com)>

**Cc:** William White <[william.white@collierseng.com](mailto:william.white@collierseng.com)>; Justin Torlucci

<[justin.torlucci@collierseng.com](mailto:justin.torlucci@collierseng.com)>; John Fortunato <[john.fortunato@collierseng.com](mailto:john.fortunato@collierseng.com)>

**Subject:** RE: Under Discovery - Building 555

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**This message originated from outside your organization**

Good morning. Attached please find the revised Change Order Request for the removal of the pipe insulation as well as the Proposal from Hazmat Diagnostic, LLC. Please review for approval. Please note they are requesting a letter for the "emergency" removal for either Owner or Engineer. Thank you.

***Kelly Inguaggiato***

AB Kurre\_Logo



**974 Route 33  
Freehold, NJ 07728**

**: [kelly@abkurrecontracting.com](mailto:kelly@abkurrecontracting.com)**

**: 732-571-6800**

**RESOLUTION OF THE BOROUGH OF OCEANPORT  
AUTHORIZING CHANGE ORDER #1 TO THE CONTRACT FOR FENCING INSTALLATION PROJECT  
BETWEEN EB FENCE LLC AND THE BOROUGH OF OCEANPORT**

**Resolution**

**WHEREAS**, pursuant with adoption of Resolution #2023-227 the Borough of Oceanport awarded a contract to EB Fence LLC for the Installation of Fencing for Blackberry Bay Park Pickleball Courts and Community Garden for the original sum of \$37,851.51; and

**WHEREAS**, change orders are regulated by Local Finance Board Regulations (N.J.A.C. 5:30-14.4); and

**WHEREAS**, there is a need to amend the contract with EB Fence LLC. to adjust for additional materials and time needed for the pickle ball courts site; and

**WHEREAS**, the original contract of \$37,851.51 will be increased an amount not to exceed Five Thousand Dollars (\$5,00) to reflect adjustments for additional time and materials; and

**WHEREAS**, available funds for Change Order #1 have been certified by the Chief Financial Officer from Account #06-270-00-500-021 (Open Space Trust) as indicated below; and

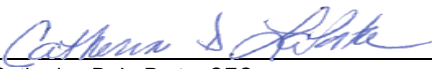
**WHEREAS**, based on the foregoing, the Borough Council has determined that it is necessary and appropriate to approve Change Order #1 for a total increase amount not to exceed \$5,000.00,

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Oceanport as follows:

1. Change Order #1 to increase the contract between the Borough of Oceanport and EB Fence LLC by an amount not to exceed \$5,000.00 is hereby approved.
2. The Mayor and Borough Clerk are hereby authorized to sign the change order on behalf of the Borough.

**CERTIFICATION OF FUNDS**

As required by N.J.A.C. 5:34-5.1 et. seq., and any other applicable requirement, I, Catherine D. LaPorta, Chief Financial Officer of the Borough of Oceanport, certify that there are sufficient funds available in Account #06-270-00-500-021 (Open Space Trust) not to exceed \$5,000.00 for the above referenced contract change order.

  
\_\_\_\_\_  
Catherine D. LaPorta, CFO

**EB FENCE, LLC**  
**FENCE: CHAIN LINK, ROCK FALL, WOODEN, VINYL, and ORNAMENTAL**  
**STATE OF NEW JERSEY**  
**PROPOSAL**

**PROJECT** Boro of Oceanport Pickleball Court  
**DESCRIPTION** 4'H VC CLF Top Rail Bottom Wire

**CONTRACT #** A88679  
**T-NUMBER** T0640

**VENDOR:** EB Fence, LLC  
 23 Red Fox Trail  
 Sicklerville, NJ 08081  
 609-704-8884  
[ebfence@comcast.net](mailto:ebfence@comcast.net)

**DATE** 12/7/2023  
**JOB #**

| ITEM | DESCRIPTION                             | COMM. CODE    | Quantity | Unit | Unit Cost | Extended Cost |
|------|-----------------------------------------|---------------|----------|------|-----------|---------------|
| 31   | 4 FT HIGH CLF W/ TOPRAIL - VINYL COATED | 330-13-016932 | 88 LF    |      | \$ 40.10  | \$ 3,528.54   |

Notes

Fence to include Top Rail bottom wire as per NJ State Contract Specifications  
 Footing to be 12" x 36" as per NJ State Contract Specifications  
 Control Points for fence to be provided by owner

**TOTAL** \$3,528.54

**PREPARED BY: JASON MICHELINI**

\$3,528.54

**RESOLUTION OF THE BOROUGH OF OCEANPORT  
AUTHORIZING THE PURCHASE OF BUSINESS CONTINUITY AND DISASTER RECOVERY RECORDS  
SOLUTIONS AND IMAGING SERVICES THROUGH THE EDUCATIONAL SERVICES COMMISSION OF  
NEW JERSEY COOPERATIVE PRICING SYSTEM**

**Resolution**

**WHEREAS**, the Borough of Oceanport is a party to a cooperative purchasing agreement with the Educational Services Commission of New Jersey, a cooperative purchasing program organized pursuant to the Local Public Contracts Law, N.J.S.A. 40A:11-10, and

**WHEREAS**, the Local Public Contracts Law authorizes a municipality to acquire goods and services through a duly formed cooperative purchasing system without advertising for bids, and

**WHEREAS**, the Borough Clerk has recommended the establishment of records storage solution and scanning services for disaster recovery; and

**WHEREAS**, Foveonics Document Solutions is an approved vendor for record storage and scanning services and the Educational Services Commission of NJ has awarded a contract to Foveonics Document Solutions, 999 Willow Grove St, Suite 3A, Hackettstown, New Jersey 07840 (Contract #65MCESCCPS, ESCNJ 22/23-11) for document solutions and imaging technologies pursuant with the proposal dated March 28, 2023; and

**WHEREAS**, due to budget limitations, the Borough Clerk has requested approval to proceed with services up to an amount of \$25,000.00,

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council that the award of a contract to Foveonics Document Solutions, 999 Willow Grove St, Suite 3A, Hackettstown, New Jersey 07840 (Contract #65MCESCCPS, ESCNJ 22/23-11) for document solutions and imaging technologies for a total amount not to exceed \$25,000.00 is hereby authorized.

**BE IT FURTHER RESOLVED**, that the within Resolution shall be subject to the Borough Chief Financial Officer confirming that funds are available for the stated purpose.

**CERTIFICATION OF FUNDS**

As required by N.J.A.C. 5:34-5.1 et. seq., and any other applicable requirement, I, Catherine D. LaPorta, Chief Financial Officer of the Borough of Oceanport, certify that there are sufficient funds available in Account # 01-201-20-120-227 for a total amount not to exceed \$25,000.00 for the stated purpose.

  
Catherine D. LaPorta, CFO



## ***Business Continuity and Disaster Recovery***

***Day Forward Solution***

***Approved Migration Path***

**Back File Conversion**

**Presented by Lela Marconi**

**Prepared by:**

***Vincent Detommaso, Director of Sales***

***Foveonics Document Solutions***

***[www.Foveonics.com](http://www.Foveonics.com)***



The Township of Oceanport would like to begin digitization of their archived construction records. There is a great emphasis on following the path of several other municipalities in Monmouth County, with a partner that is recognized by the state of NJ for imaging, cloud storage and destruction of government agency records in accordance with NJ DORES.

**Summary:**

1. Some of the records at Oceanport Township are stored as the "original" / only copy and thus are susceptible to fire, flooding, deterioration or unforeseen incidents that would result in the permanent loss of these records. The potential loss of these records is a substantial liability to the Township.
2. The Township would benefit from consolidating physical documents and previously digitized records, under one simple cloud solution, making the task of fulfilling records effortlessly. Also, by eliminating the reoccurring and escalating costs to pay for offsite storage and maintenance of outdated data bases. These records are being stored with inaccurate indexing in some cases, resulting in difficulty locating records and data efficiently.
3. Oceanport gets a substantial amount of OPRA requests coming in on a monthly basis and the current process of having to locate records either in storage or in different data bases is tedious and time consuming. Having these records at the staff's fingertips for easy retrieval, even remotely, would allow the Township to optimize the staff's time and serve citizens faster.
4. Foveonics will devise a strategy to pick up the day forward paper produced each year which will keep the Township current.



## Foveonics Evaluation and Review

### Continuity of Operations COOP & Continuity of Government COG Approach

Foveonics customers have benefited from Foveonics Disaster Recovery Cloud Based Solution. Oceanport Township does not have a Cloud Solution that is implemented that would be able to access digital images in case of disruption. Coop/Cog COOP or COG planning is a preparedness effort aimed at ensuring an organization's Essential Functions (ESFs) continue to be performed during a critical situation. Any event that makes it impossible for employees to work in their regular facility could result in the activation of a COOP plan. In the case of a disruption all lines of businesses (departments) have no implementation with a Paper Based Cloud Solution. Construction, planning files are located sporadically throughout different storage modes, offsite and in separate databases, making it impossible to utilize in an emergency.

### Manual OPRA Process detracts from core competencies increases operational costs while liabilities increase.

Wayne Township has a very dedicated and hard-working group of people committed to serving the public. Upon Foveonics recent audit and after conducting interviews the paper has overwhelmed each office. Thousands of hours each year are spent throughout Wayne, fulfilling OPRA requests. From locating documents to manual redaction to tracking requests the scope of the problem is growing. Foveonics customers benefit from Open Public Record Software (OPRASync) which complements our Cloud Based EDMS Software. Built in digital forms, Workflow, redaction, dashboards and Reports allow our customers to easily assign, track and deliver OPRA's at a fraction of the cost and time it takes manually. OPRASync was engineered as a result of the feedback from our government agency customers.

### CDIA+ Certified Experts Implementation Plan

Cloud Solutions (DocumentSync) (OPRASync) with Backfile Conversion  
Integration with lines of Business using API (Public Access)

Our team of Certified Imaging Architects, IT, Production Team, Sales and Management have collectively spent a significant amount of time analyzing and designing a solution to benefit Oceanport Township's needs. The solution meets and exceeds FEMA and NJ DORES Requirements. The Township needs to upgrade their manual process and meet the needs of the public. Foveonics all in one solution is managed in the Cloud with 2 separate locations for maximum protection. Foveonics will have digitized images in separate repositories with the ability to search, retrieve, redact and email within seconds. The Township Clerk will have the ability to have a digitized OPRA tool that leverages our Cloud Based EDMS solution for instant access to digital images across all departments. Finally, Foveonics API will allow departments working with their lines of business software to integrate. This would allow minimal disruption in services and meet and exceed Business Continuity and Disaster Recovery process.



## Executive Summary

The proposal submitted by Foveonics Document Solutions, meets or exceeds all of the requirements for Oceanport Township. The Services will be as follows and will receive the lowest unit cost through the ESCNJ Cooperative:

- Boxing and Labeling
- Transportation
- Scanning of Paper Documents
- Preparation of Documents
- Indexing
- QA
- Compliance & Security Requirements
- Cloud Storage
- Training
- Migration of previously digitized data into DocumentSync 2
- Expedite the paperwork for custodian of records to get the imaging system registered with NJ DORES.
- Destruction upon approval from Artemis.

### Key Highlights:

#### Tracking the project: (Project Management)

Foveonics has created an operational methodology with checks and balances that have repeatedly proven to deliver a quality high-end product for our customers. Foveonics utilizes the most advanced project management tool that encompasses all phases of this project. **Basecamp** is utilized to capture and deliver the highest quality results. Every single step of the imaging process is documented from pick up to importing of images. **All emails, correspondence, scan & QA logs, approvals and logistics are covered;** including any project managers or contacts for Oceanport Township. Our project management tool provides our customers with industry best practices, inventory and logistics tracking from start to finish while also providing critical date, time and name stamping at each production check point for tracking and visibility from a quality control and operations management standpoint. In addition, **BaseCamp** will provide an automated way of making requests (such as retrieval requests of active documents as needed by the Township) as well as reporting and tracking problems both internally and externally.

**Guaranteed Quality Control/QA:**

Foveonics will apply its “best practices” quality control processes for this project. Foveonics projects are set for 100% QA. Foveonics exceeds the state requirements set forth for QA procedures. Our QA Analysts for this project have QA’d over 500 million images for local, municipal and State and educational institutions. Our QA Teams’ lone responsibility is Quality Assurance which checks for wide array of specifications and ensures a professional product.

**Document Scanning & Film Scanning if necessary:**

Documents will be scanned on Foveonics’ “best of breed” production scanners. Kodak i660s will be used to scan small format paper at 300DPI and Vidar E-size scanners will be used to scan the large format paper at 300DPI; Fujitsu 5750Cs will be used for any exception scans. All pages, will be saved as single page black and white Group IV TIFF images. **Small format paper will be scanned in duplex mode and blank images will be removed post-scanning.**

**Project Organization & Management:**

For this project, Robert Risberg who is the Vice President of Operations and has personally managed over 500 million images and over 200 completed projects will be the dedicated project manager. Richard Bell will be the alternate project manager, and will also allocate a set of experienced executives, technical, programming, quality assurance and operations staff that will be responsible for overseeing and carrying out the contract requirements. Foveonics will use **BaseCamp** processes and rules for all project management from pre-production to production work. **BaseCamp** allows for all communication and daily updates as well as bi-weekly updates as requested. Questions or concerns during any phase of the project can be communicated through **BaseCamp**.

**Price/Best Value: (Co-op #65MCESCCPS Bid #ESCNJ 22/23-11)**

In summary, Foveonics' experience and capacity coupled with the proposed approach for service, quality control, and project management ensures Oceanport Township will receive the highest level of service, meeting required turn-around time, at the lowest possible cost. Over the last few years Foveonics has scanned, indexed and uploaded images for dozens of government agencies.



## F: Project Approach

Foveonics will work alongside Oceanport Township to complete all projects as needed. As outlined within the project approach, Foveonics will provide all necessary services to meet NJDORES regulations. All aspects of the project including milestones, tasks, correspondence, invoicing and contract documentation will be managed by Foveonics web-based project management software, **BaseCamp**. The designated faculty will be able to access **BaseCamp** in real time, allowing for a quick and simple way to track the project's status. In addition, **BaseCamp** will provide an automated way of making requests, such as retrieval requests of documents within Foveonics possession.

### F.1 Transportation/Document Storage& Facility

Foveonics utilizes our own vehicles and will transport documents from Oceanport Township to our production facility within ten days of being notified. Foveonics personnel will ensure the safe transportation of all documents to the Foveonics facility. Documents will be kept in their original boxes and bindings and placed into Foveonics' storage containers during the transportation process.

Upon receipt of a shipment, a comprehensive manifest of the shipment will be created. The contents of each box will be logged into Foveonics' box manifesting system. Bar-coded labels will be applied to each box/book. The bar-coded labels will contain information regarding the contents of the box/book, date of receipt, and client information. The inventory of the boxes will allow Foveonics to efficiently retrieve documents requested by authorized personnel. File requests are made via email to [docreq@foveonics.com](mailto:docreq@foveonics.com) and are usually filled within 2 hours of receipt.

Once a box has been bar coded, it will be placed in Foveonics' secure pre-scanning storage room. The pre-scanning storage room is secured with a surveillance camera & dual entry access authentication (bar coded ID badge & PIN access). The pre-scanning storage room is climate controlled, has a smoke detector, and a fire extinguishing system in place. Upon completion of a particular project, Foveonics will store the documents at our facility, pending approval for destruction, and either return or shred documents as directed by the Township.

Security is a critical element in all of the Foveonics projects. Due to the sensitive nature of the material that is imaged we have implemented a corporate-wide security policy. This includes:



- Employee background checks
- Electronic keycard access to the production facility
- 24 Hour Video Surveillance
- Security cameras positioned at all access areas in the production facility.
- Separate keycard access to server room
- \*IT Disaster Recovery Plan, Crisis Management Plan
- Electronic information back-up
- Visitor sign-in procedures including log-in and escort by management.
- Secure and climate-controlled facility for archival storage

## F.2 Document Preparation

Each document prep employee will prepare the contents of one (1) box before being supplied with another; this will help ensure the security of the documents. During the Small Document preparation process the following tasks will be performed:

- A unique tracking number will be physically applied to each file and individual drawing for inventory and tracking purposes.
- All staples, paperclips, rubber-bands, pins, and post-it notes will be removed from the documents, if necessary.
- Forms and continuous-feed-paper will be separated into single pages.
- Documents will be flattened or prepared based on their condition.
- Multi-part forms will be separated and only the highest quality page will be scanned.
- **Signatures and seals will be made visible using the “charcoal stick” process. If seal is illegible post-imaging, it is labeled as such, and the original not destroyed and returned to the Township in separate container marked “Permanent Records.”**
- Any materials that cannot be scanned, such as poor-quality files, will be logged with the file folder that the items came from and returned to Oceanport Township in an organized manner.
- Logs for Document Prep



## F.3 Document Scanning

Documents will be scanned on Foveonics' "best of breed" production scanners. All documents will be scanned, duplex, at their original size as black and white Group IV TIFFS, unless otherwise noted. Photographs and images that lose their integrity when scanned in black and white will be scanned in grey scale or color. For any documents that are still illegible, the originals will be returned to the Township in a separate container marked "Permanent Record".

Small documents will be scanned on Kodak i660's at a resolution of 300 DPI and saved per folder as one multi-page TIFF. Small format documents will be scanned in duplex mode and blank images will be removed post-scanning.

The Large format documents will be scanned on Vidar Atlas P42 E-size scanners at a resolution of 300 DPI and saved as a black and white single page TIFF. These large format scanners are capable of scanning large drawings consisting of paper, Mylar, cloth and/or blueprints up to 72" x 38" in size. All large documents that have a signature, initials or original writing of any kind on the back will also be scanned.

All images will be rotated to the correct angle for viewing purposes. Images will be de-skewed and de-speckled as needed. Foveonics will utilize custom scanner operator software to log information about scanned images. Box ID, Scanner Operator name, date and time of scan, and source document quality grades, along with other information pertinent to Foveonics operations will be logged.

Foveonics' scanner operators will ensure that scanners are maintained so that quality images are produced. Scanner cameras will be regularly cleaned to prevent lines from appearing on the images. Rollers will be clean and periodically changed to ensure minimal double-feeds. Should poor quality images, or double feeds occur during the scanning process, the scanner operator will delete the poor-quality images, rectify the problem causing the quality / double-feed issue and commence scanning with the page after the last quality image captured. Fujitsu 5750Cs will be used for any exception scans.

- Poor images are always logged, and Oceanport Township will be notified.
- Foveonics will "charcoal stick" raised seals when necessary.



- Foveonics is familiar and meets all NJ DORES requirements for scanning.
- Logs will be kept for all scanning operations.
- Small and large illegible post-imaging documents will be labeled as such, the originals will be segregated out and returned to the township in a separate container marked “Permanent Records”

*Reminder every single phase of this project is logged into our interactive software, BaseCamp*

## F.5 Quality Assurance

Foveonics Quality Assurance Analyst will inspect every image to verify that quality standards are met according to NJ DORES specifications. Any images that are deemed unsatisfactory will be logged into the QA application database and rescanned. The rescanned images will be re-inspected and then moved into place, overwriting the poor-quality image. Every single image is inspected by our QA managers. QA cannot be effectively done while scanning.

Along with ensuring the quality of the produced images, the Foveonics QA Analysts will perform the

- following tasks:

- Images are de-skewed and de-speckled as needed.
- Images rotated so that they are oriented in a “read right” fashion, if necessary.
- Quality grades are assigned to each large document scan.
- QA logs kept and will be provided to the Township upon completion of the project.
- Foveonics will assign a quality grade to each Large Document scan.

The quality grade is based on the quality of the original and the quality of scan and will have three gradations that denote:



- i. Perfect scan, no data lost or image deterioration.
- ii. Good scan, no data lost but some image deterioration.
- iii. Poor scan, data lost and or major image deterioration.

## F.6 Indexing/ Digital Images/EDMS

Foveonics will utilize the “double key stroke” methodology to ensure the optimal accuracy of the created digital index. Two Foveonics’ Indexers will keystroke documents. The indexing will be significant to the end result of the project. Foveonics’ Indexing Staff have been responsible for nearly 100 municipality’s projects and a New Jersey State Contract.

Our Indexing staff has an impeccable record throughout the last several years. All projects are unique. In most cases a database of some kind can be used to reduce keystrokes and the amount of indexing that actually needs to be accomplished. Many projects are similar and customized drop-down boxes are used to aid the Index Operator eliminating many manual processes. The final step is for the Indexing QA Manager to review the index data for any anomalies.

The Township of Oceanport will supply databases, exported from their existing systems and in the form of Excel spreadsheets, containing the index data to be used for the files to be converted. Foveonics will index the application number and then link that to the database to update the search index template with the specified data.

### **DocType: Land**

Use  
Block  
Lot  
Name of  
applicant

### **Document Type :Property Survey**

Block  
Lot  
Address  
Date

### **Doc Type: Subdivision / Site Plan**

Title on Map  
Date

### **Doc Type: Environmental Impact Statement**

Block  
Lot  
Title

**Doc Type: Engineering Reports**

Block

Lot

Date

**DocType: Planning and Zoning**

Planning Number

Applicant

Block

Lot

House Number

Street

**Doc Type: Project Files, Road Plans, Construction Specs**

Block

Lot

Project name

**Doc Type: Audits, Perm Minutes, Workshop agendas, budgets, debt and financial, historical bill list, payroll registrar**

By doc type

Date

**Doc Type – Construction Permits**

Block

Lot

Street Name

Street #

Permit #

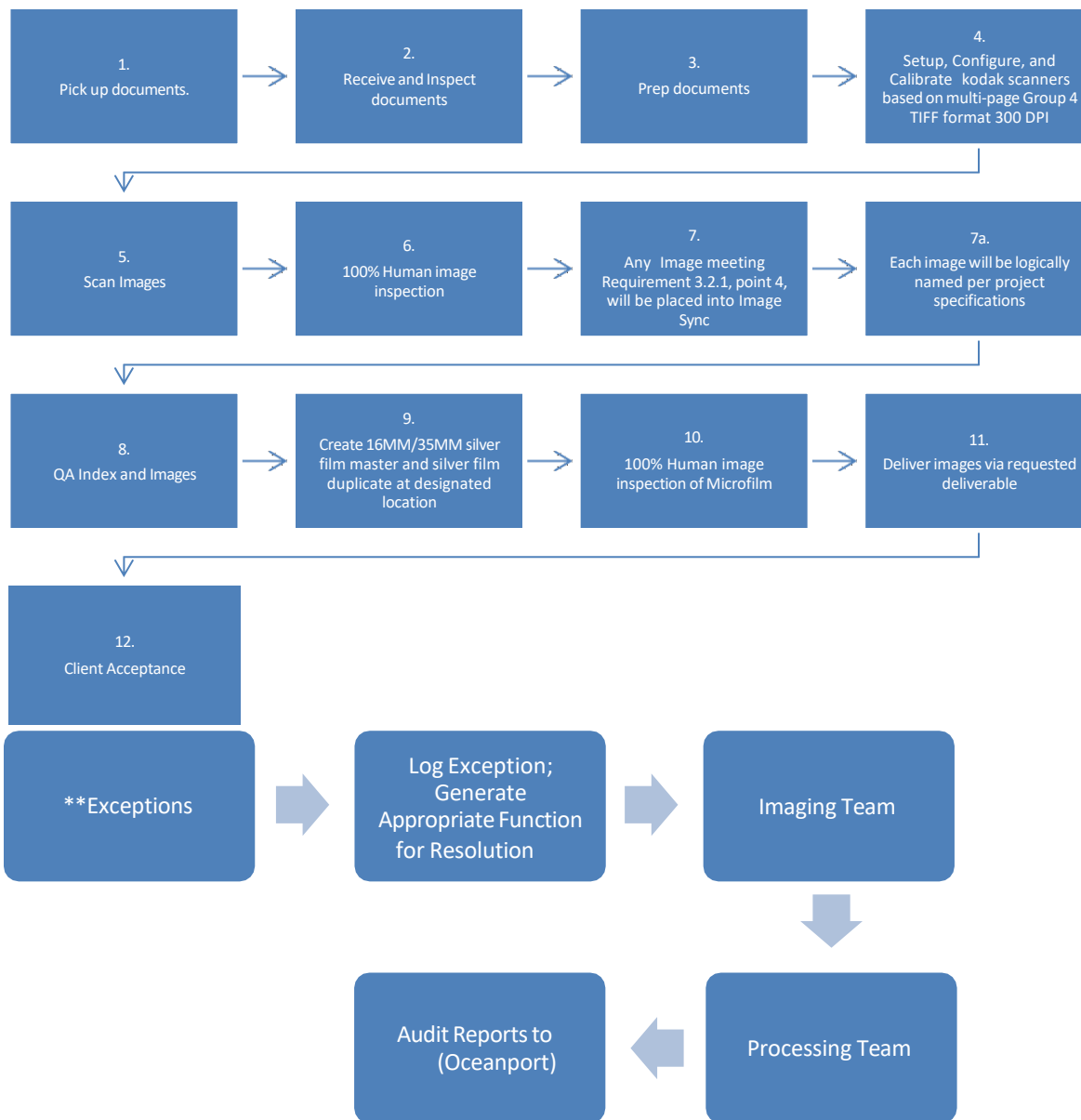
All Indexing criteria per document type will be reviewed with the custodian of records and the designated project manager at Foveonics prior to the commencement of any project to solidify the indexing specifications.

## F.7 DocumentSync Cloud-Based EDMS

DocumentSync is deployed using best practices for high data durability and availability. Please see the included Whitepaper for more information on security, compliance, and privacy of DocumentSync software.

Foveonics will be supplying Oceanport Twp with a hard drive with PDF/a image files and corresponding index data in an ASCII text file. This data will serve as a business continuity / disaster recovery backup of Oceanport Twp's records. Additionally, this is required as part of the State of NJ's migration path specifications for Oceanport Twp's registered Image Processing System which servers to provide the Township with a backup of their hosted data to be used as a source for migrating to another repository.

## F.8 Project Approach – Chain of Custody



## F.9 Destruction

Foveonics will assist the custodian of records with the paperwork necessary to register the system with the state. We are not allowed to submit the application on your behalf so we rely on you to follow up and make sure the system is approved so that you can apply to Artemis for destruction. Once you have approval, we will destroy the records for free and provide you with a certificate of destruction for your records.



## **F.10 Estimated Costs of 150 standard Banker boxes broken down in 3 phases.**

### **Phase 1: 50 Standard Banker Boxes of construction Permits.**

| Service                         | Unit      | Unit Cost | Estimated Volume | Total              |
|---------------------------------|-----------|-----------|------------------|--------------------|
| Pickup and Delivery             | Per Box   | \$1.00    | 50               | \$ 50.00           |
| Preparation of Files            | Per Hour  | \$18.00   | 125              | \$2,250.00         |
| Indexing of Files per Field     | Per File  | \$0.05    | 126,250          | \$ 6,312.50        |
| Boxing and Labeling             | Per Hour  | \$18.00   | 150              | \$2,700.00         |
| Imaging of Files (Small Format) | Per Image | \$0.039   | 125,000          | \$4,875.00         |
| Quality Assurance               | Per Hour  | \$18.00   | 250              | \$4,500.00         |
| Sorting of Blueprints           | Per Hour  | \$18.00   | 100              | \$1,800.00         |
| OCR                             | Per Image | \$0.005   | 126,250          | \$ 631.25          |
| Imaging of Files (Large Format) | Per Image | \$0.49    | 1,250            | \$612.50           |
| <b>One-time scanning costs</b>  |           |           |                  | <b>\$23,731.25</b> |

|                                                                               |                          |           |    |           |
|-------------------------------------------------------------------------------|--------------------------|-----------|----|-----------|
| Migration of previously digitized records in RIMS/Thumb drive & Local Server. | Per Project              | NO CHARGE | 1  | FREE      |
| DocumentSync2 Software annual costs                                           | Per GB /Per Month        | \$7.50    | 10 | \$900.00  |
| Web Based annual costs                                                        | Per Repository Per Month | \$30.00   | 1  | \$ 360.00 |

**Cooperative unit pricing is always utilized and the Township will only be billed for actual images produced.**

**Phase 2: 50 Standard Banker Boxes of construction Permits.**

| Service                         | Unit      | Unit Cost | Estimated Volume | Total              |
|---------------------------------|-----------|-----------|------------------|--------------------|
| Pickup and Delivery             | Per Box   | \$1.00    | 50               | \$ 50.00           |
| Preparation of Files            | Per Hour  | \$18.00   | 125              | \$2,250.00         |
| Indexing of Files per Field     | Per File  | \$0.05    | 126,250          | \$ 6,312.50        |
| Boxing and Labeling             | Per Hour  | \$18.00   | 150              | \$2,700.00         |
| Imaging of Files (Small Format) | Per Image | \$0.039   | 125,000          | \$4,875.00         |
| Quality Assurance               | Per Hour  | \$18.00   | 250              | \$4,500.00         |
| Sorting of Blueprints           | Per Hour  | \$18.00   | 100              | \$1,800.00         |
| OCR                             | Per Image | \$0.005   | 126,250          | \$ 631.25          |
| Imaging of Files (Large Format) | Per Image | \$0.49    | 1,250            | \$612.50           |
| <i>One-time scanning costs</i>  |           |           |                  | <b>\$23,731.25</b> |

**Phase 3: 50 Standard Banker Boxes of construction Permits.**

| Service                         | Unit      | Unit Cost | Estimated Volume | Total              |
|---------------------------------|-----------|-----------|------------------|--------------------|
| Pickup and Delivery             | Per Box   | \$1.00    | 50               | \$ 50.00           |
| Preparation of Files            | Per Hour  | \$18.00   | 125              | \$2,250.00         |
| Indexing of Files per Field     | Per File  | \$0.05    | 126,250          | \$ 6,312.50        |
| Boxing and Labeling             | Per Hour  | \$18.00   | 150              | \$2,700.00         |
| Imaging of Files (Small Format) | Per Image | \$0.039   | 125,000          | \$4,875.00         |
| Quality Assurance               | Per Hour  | \$18.00   | 250              | \$4,500.00         |
| Sorting of Blueprints           | Per Hour  | \$18.00   | 100              | \$1,800.00         |
| OCR                             | Per Image | \$0.005   | 126,250          | \$ 631.25          |
| Imaging of Files (Large Format) | Per Image | \$0.49    | 1,250            | \$612.50           |
| <i>One-time scanning costs</i>  |           |           |                  | <b>\$23,731.25</b> |

**75 Drawers**

**Estimated Costs of 40 standard Banker boxes of Planning and Zoning Files.**  
**(Land use, Property surveys, subdivision/site plans, Environmental Impact statements, engineering reports, ect)**

| Service                         | Unit      | Unit Cost | Estimated Volume | Total           |
|---------------------------------|-----------|-----------|------------------|-----------------|
| Pickup and Delivery             | Per Box   | \$1.00    | 40               | \$ 40.00        |
| Preparation of Files            | Per Hour  | \$18.00   | 100              | \$1,800.00      |
| Indexing of Files per Field     | Per File  | \$0.05    | 100,000          | \$5,000.00      |
| Boxing and Labeling             | Per Hour  | \$18.00   | 120              | \$2,160.00      |
| Imaging of Files (Small Format) | Per Image | \$0.039   | 90,000           | \$3,510.00      |
| Quality Assurance               | Per Hour  | \$18.00   | 200              | \$3,600.00      |
| Sorting of Blueprints           | Per Hour  | \$18.00   | 100              | \$1,800.00      |
| OCR                             | Per Image | \$.005    | 100,000          | \$500.00        |
| Imaging of Files (Large Format) | Per Image | \$0.49    | 1000             | \$490.00        |
| <b>One-time scanning costs</b>  |           |           |                  | <b>\$18,900</b> |

**20 Drawers**



**Estimated Costs of 25 standard Banker boxes of Clerk Records (Project files, road plans, construction)**

| Service                         | Unit      | Unit Cost | Estimated Volume | Total              |
|---------------------------------|-----------|-----------|------------------|--------------------|
| Pickup and Delivery             | Per Box   | \$1.00    | 25               | \$ 25.00           |
| Preparation of Files            | Per Hour  | \$18.00   | 62               | \$1,116.00         |
| Indexing of Files per Field     | Per File  | \$0.05    | 62,500           | \$3,125.00         |
| Boxing and Labeling             | Per Hour  | \$18.00   | 75               | \$1,350.00         |
| Imaging of Files (Small Format) | Per Image | \$0.039   | 61,875           | \$2,413.00         |
| Quality Assurance               | Per Hour  | \$18.00   | 125              | \$2,250.00         |
| Sorting of Blueprints           | Per Hour  | \$18.00   | 100              | \$1,800.00         |
| OCR                             | Per Image | \$0.005   | 62,500           | 312.50             |
| Imaging of Files (Large Format) | Per Image | \$0.49    | 625              | \$306.25           |
| <i>One-time scanning costs</i>  |           |           |                  | <b>\$12,697.75</b> |

2 cabinets with 6 rows each of records



**Estimated Costs of 30 standard Banker boxes of Clerk Records (Minutes, workshop agendas, debt & financial, budgets, historical bill lists, payroll registers, ect)**

| Service                         | Unit      | Unit Cost | Estimated Volume | Total              |
|---------------------------------|-----------|-----------|------------------|--------------------|
| Pickup and Delivery             | Per Box   | \$1.00    | 30               | \$ 30.00           |
| Preparation of Files            | Per Hour  | \$18.00   | 75               | \$1,350.00         |
| Indexing of Files per Field     | Per File  | \$0.05    | 90,000           | \$4,500.00         |
| Boxing and Labeling             | Per Hour  | \$18.00   | 110              | \$1,980.00         |
| Imaging of Files (Small Format) | Per Image | \$0.039   | 90,000           | \$3,510.00         |
| Quality Assurance               | Per Hour  | \$18.00   | 100              | \$1,800.00         |
| Sorting of Blueprints           | Per Hour  | \$18.00   | NA               | \$00               |
| OCR                             | Per Image | \$.005    | 90,000           | \$450.00           |
| Imaging of Files (Large Format) | Per Image | \$0.49    | NA               | \$00               |
| <b>One-time scanning costs</b>  |           |           |                  | <b>\$13,620.00</b> |

**15 Drawers**



### Things to consider when evaluating a vendor:

- **Experience** – Foveonics images more government records than any other vendor in NJ. We have imaged records from the district attorney’s office to titles for the NJDMV and just about every county office in the state. We are subject matter experts on municipal records and have designed several software solutions tailored to your sector.
- **NJ DORES APPROVAL** – Does the Imaging system meet the states requirements for registration? If the system is not approved by the state, the records within it are not deemed a permanent record, therefore the physical files cannot be destroyed.
- **Is the vendor a re-seller of the solution?** Foveonics builds the software to each government agencies specifications and because there is no middleman to wait on, our end users get a direct line of contact to responsive, top-notch support, whenever they need it.
- **DPI – A measure of the resolution.**
  - The state requires a minimum of 200 DPI, Foveonics scans at 300 DPI. This gives you the best resolution possible without slowing the system down.
  - Scanning at 200 DPI would not allow for OCR and would not meet the state standards to register the system.
- **Does the vendor use automated indexing for the project?**

Foveonics uses “Double Key” methodology to ensure that the indexing is correct. If the indexing is subpar, it will diminish the value of the data base over time.
- **Does the vendor have quality assurance protocols in place to ensure each image is of high quality or is that done at the time of scanning?**

Foveonics reviews each and every image and does not programmatically delete pages as there could be information that is pertinent to the file. Each page is inspected for Quality Assurance after it is initially scanned.
- **Are Seals raised on large format documents?**

Foveonics images the raised the seals on large format documents.
- **Does the software include redaction or is there an additional charge for that feature?**

Foveonics Software includes redaction as a standard feature for all of our customers and no additional cost.
- **Does the software have OCR (Optical Character Recognition, which means the ability to search by keyword)?**



**Here's what our customers are saying.....**

**Eastampton Township**

*"Foveonics has allowed Eastampton Township to transition our record keeping to the digital age with ease. It is so much more efficient than paper-based records, is available for our Township employees to quickly access the information whenever they want, from any location. They no longer need to come to the Municipal Building to search through boxes and files for a document. It is such a time.*

*saver! Foveonics is the perfect partner to work with for a simplified method to access information independently, quickly, and easily. The process for retrieval of records was seamless, and communication was always continuous. The representatives were great to work with, and on-site demeanor was wonderful. The entire process including records destruction was fully explained."*

**Kim-Marie White, RMC/CMC/MMC/CMR/QPA Eastampton Township**  
**Township Clerk/Township Manager/Registrar**

**Bordentown Township**

*"I am writing to let you know how pleased we are to be working with Foveonics. With the bulk of our construction permits now imaged, retrieving documents in response to OPRA requests is easy and efficient. As we have moved to imaging other departments, we appreciate your knowledge, understanding and assistance as we have partnered together to work with DORES at the State level to receive imaging and destruction approvals. Your comprehensive approach to tackling the record management tasks is very much appreciated!"*

*Maria Santucci Carrington, RMC, CMR*  
 Township Clerk / Purchasing Agent

**Moorestown Township**

*"Moorestown Township has, for the past several years, utilized the services of Foveonics to digitalize (annually) its construction permit application files. These services have helped the Township staff retrieve our records in an effective and efficient manner. The process also allows for records destruction, resulting in available space for records currently being created. Foveonics is not a "one-size fits all organization." The staff listens to your individual needs and, with your budget in mind, helps to customize a plan that will assist you in meeting those needs and your overall goals."*

Patricia Hunt  
 Clerk

# Acceptance and Authorization

The terms and conditions apply in full to the services and products provided under this Statement of Work.

**IN WITNESS WHEREOF**, the parties hereto each acting with proper authority have executed this Statement of Work, under seal.

Oceanport Township:

Foveonics Document Solutions:

Full name

Full name

Title

Title

Signature

Signature

Date

Date





Educational Services Commission of New Jersey  
 NJ State Approved Co-op  
 Document Management for Records Retention and Disposal  
 RFP# ESCNJ 22/23-11  
 BID TERM: 7/1/2022 – 6/30/2024



10.44.a

| Item                                                             | Year 1     | Year 2     | Unit                |
|------------------------------------------------------------------|------------|------------|---------------------|
| <b>Small Format - Up to 11 x 17</b>                              |            |            |                     |
| Records Review                                                   | \$35.00    | \$40.00    | Hourly              |
| Complete Disposal Schedule - <b>Including all required forms</b> | \$20.00    | \$25.00    | Hourly              |
| Member Certification                                             | \$35.00    | \$45.00    | Per Application     |
| Pickup and Delivery                                              | \$1.00     | \$1.00     | Per Box             |
| Boxing and Labeling of Files                                     | \$18.00    | \$19.00    | Hourly              |
| Preparation of Files                                             | \$18.00    | \$19.00    | Hourly              |
| Purging of Files - <b>According to NJ DORES Guidelines</b>       | \$18.00    | \$19.00    | Hourly              |
| Indexing of Files                                                | \$0.05     | \$0.06     | Per File            |
| Imaging of Files                                                 | \$0.039    | \$0.047    | Per Image           |
| Offsite Web-Based Storage                                        | \$7.50     | \$10.00    | Per Month, Per GB   |
| Searchable PDF - Must use 2 OCR engines                          | \$0.005    | \$0.005    | Per Image           |
| <b>Large Format - Larger than 11 x 17</b>                        |            |            |                     |
| Sorting of Blueprints                                            | \$18.00    | \$19.00    | Hourly              |
| Pickup and Delivery                                              | \$1.00     | \$1.00     | Per Box             |
| Preparation of Files                                             | \$18.00    | \$19.00    | Hourly              |
| Imaging of Files                                                 | \$0.49     | \$0.55     | Per Image           |
| Indexing of Files                                                | \$0.05     | \$0.05     | Per File            |
| Disposal of Duplicate Files                                      | \$0.10     | \$0.10     | Per Pound           |
| Digital Enhancement                                              | \$0.001    | \$0.001    | Per Image           |
| Offsite Web-Based Storage                                        | \$7.50     | \$10.00    | Per Month, Per GB   |
| <b>Document Management</b>                                       |            |            |                     |
| Web Based Repository                                             | \$30.00    | \$35.00    | Per Month           |
| Professional Services for Solution Customization and Integration | \$125.00   | \$135.00   | Per Hour            |
| Quality Assurance                                                | \$18.00    | \$19.00    | Per Hour            |
| Setup & Training Fee                                             | \$350.00   | \$350.00   | Per Install         |
| Premise Based                                                    | \$1,500.00 | \$1,500.00 | Per License         |
| Personal Identifiable Information Identification / Redaction     | \$0.0004   | \$0.0005   | Per 100 Characters  |
| <b>Additional Services</b>                                       |            |            |                     |
| Microfilm Scanning 16mm                                          | \$0.03     | \$0.033    | Per Image           |
| Microfilm Scanning 35mm                                          | \$0.042    | \$0.0462   | Per Image           |
| Microfiche Scanning                                              | \$0.045    | \$0.055    | Per Image           |
| Manual Redaction                                                 | \$0.01     | \$0.011    | Per Image Inspected |
| Data Entry                                                       | \$0.002    | \$0.0022   | Per Character       |
| Color Scanning                                                   | \$0.05     | \$0.052    | Per Image           |
| Bound Book Scanning                                              | \$0.15     | \$0.165    | Per Image           |
| Re-Assembly of Documents                                         | \$18.00    | \$19.00    | Hourly              |



# Recent ESCNJ & Cloud Based Solutions Customer's

ABERDEEN  
ATLANTIC CITY  
ATLANTIC COUNTY  
BAYHEAD BELLMAWR  
BERGEN COUNTY  
BERGENFIELD  
BERKELEY HEIGHTS  
BERKELEY TWP BERLIN  
BORDENTOWN  
BRIDGEWATER TWP  
BRIGANTINE  
BURLINGTON COUNTY  
BYRAM TOWNSHIP  
CAMDEN COUNTY  
CAPE MAY COUNTY  
CHERRY HILL TWP  
CLIFTON  
CINNAMINSON  
COLLINGSWOOD  
CUMBERLAND CO.  
DEMAREST  
DENVILLE  
DUMONT  
EAST AMWELL  
EASTAMPTON

E.BRUNSWICK  
EDGEWATER  
EMERSON  
ENGLEWOOD  
ESSEX COUNTY  
EWING  
FLEMINGTON  
FREEHOLD  
GARWOOD  
GUTTENBERG  
HADDONFIELD  
HIGH BRIDGE  
HILLSBOROUGH



HOLMDEL  
HUDSON COUNTY  
HUNTERDON COUNTY  
KENILWORTH  
KINGWOOD  
KINNELON  
LINCOLN PARK  
LONG BEACH  
LOPATCONG  
MANSFIELD  
MANASQUAN  
MANVILLE  
MEDFORD  
MEDFORD LAKES  
MENDHAM  
MERCER COUNTY  
MIDLAND PARK  
MONTGOMERY TWP  
MOORESTOWN  
MOUNT LAUREL  
MOUNT OLIVE  
NEWTON  
N. BRUNSWICK  
OCEAN CITY  
OLD BRIDGE  
PEMBERTON  
PENNSAUKEN  
POINT PLEASANT  
PRINCETON  
PROSPECT PARK  
RANDOLPH TWP  
READINGTON  
RUNNEMEDE  
SOMERS POINT  
SOMERVILLE  
SPRING LAKE  
STAFFORD TWP  
STANHOPE  
TENAFLY  
TOTOWA  
VINELAND  
WATCHUNG  
WESTWOOD

## CORPORATE HEADQUARTERS

99 Grayrock Road, Suite 103 Clinton, NJ 08809

Phone: 888-585-SCAN | Email: [sales@foveonics.com](mailto:sales@foveonics.com) | [www.Foveonics.com](http://www.Foveonics.com)

**RESOLUTION OF THE BOROUGH OF OCEANPORT  
AUTHORIZING & CONFIRMING THE PURCHASE OF ONE UTILITY VEHICLE FROM WINNER FORD  
THROUGH STATE CONTRACT FOR THE OCEANPORT POLICE DEPARTMENT**

**Resolution**

**WHEREAS**, the Oceanport Police Department had need for the purchase of one (1) 2024 Ford F150 Police Responder and funds were appropriated in the 2023 Budget for the purchase of a vehicle for use by the Police Department; and

**WHEREAS**, N.J.S.A. 40A:11-3(a), allows for the award of a contract without the necessity of public advertising for bids when the procurement is made through a State contract; and

**WHEREAS**, Winner Ford submitted a proposal for the provision of one (1) 2024 Ford F150 Police Responder with equipment package for a total cost of \$57,982.00; and

**WHEREAS**, the vehicle with equipment package is available from Winner Ford, 250 Haddonfield-Berlin Rd, Cherry Hill, NJ 08034 which was available through NJ State Contract #20-Fleet-01189 T2099 and T1786 for a total amount not to exceed \$57,982.00; and

**WHEREAS**, the Chief Financial Officer has certified funds were available for the stated purpose as indicated below by the Certification of Funds,

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council that the purchase of one (1) 2024 Ford F150 Police Responder with equipment package for a total cost of \$57,982.00 from Winner Ford, 250 Haddonfield-Berlin Rd, Cherry Hill, NJ 08034 pursuant with NJ State Contract #20-Fleet-01189 T2099 and T1786 is hereby approved.

**CERTIFICATION OF FUNDS**

As required by N.J.A.C. 5:34-5.1 et. seq., and any other applicable requirement, I, Catherine D. LaPorta, Chief Financial Officer of the Borough of Oceanport, certify that sufficient uncommitted funds are available in Account #01-201-44-900-903 in the amount of \$57,982.00 for the stated purpose.

  
Catherine D. LaPorta, CFO

**From:** [Katie LaPorta](#)  
**To:** [Jeanne Smith](#)  
**Cc:** [Donna Phelps](#); [Michael Chenoweth-OPPD](#)  
**Subject:** AGENDA ITEM - FW: another quote  
**Date:** Thursday, December 7, 2023 6:05:56 PM  
**Attachments:** [image001.png](#)  
[Winner Ford 12-6 \(F150 Pickup\).docx](#)

---

Jeanne,

Please put a resolution on to purchase a police vehicle per the attached quote. I've verified the State Contract (T2776) - Master Blanket #20-Fleet -01189. Please note that the vendor name on the state contract is listed as Chas s Winner Ford. I'm told Winner Ford is the DBA.

The GL account number to charge is 01-201-44-900-903.

Thanks!

Katie LaPorta, CMFO, QPA  
 Borough of Oceanport  
 910 Oceanport Way  
 PO Box 370  
 Oceanport, NJ 07757  
 Phone – 732-222-8221 x1019  
 Fax – 732-222-0904

---

**From:** Michael S. Chenoweth <mchenoweth@oceanportpolice.org>  
**Sent:** Thursday, December 7, 2023 10:15 AM  
**To:** Katie LaPorta <KLaPorta@oceanportboro.com>  
**Subject:** another quote

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Capt. Michael S. Chenoweth  
 Oceanport Police Department  
 930 Oceanport Way  
 Oceanport, N.J. 07757  
 Dept. Phone-732-222-6300  
 Direct Phone Line-732-222-6301 ext. 3833  
 Fax-732-222-0945  
[Email-mchenoweth@oceanportpolice.org](mailto:mchenoweth@oceanportpolice.org)

**CONFIDENTIALITY NOTICE:**

*The content of this message is privileged and confidential and may be considered advisory, consultative and deliberative material under New Jersey Open Public Records Act. This e-mail is official Oceanport Police Department business and is intended only for the use of the individual or entity to whom it is sent. In the event you are not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is STRICTLY PROHIBITED. If you have received this communication in error, please notify the sender by reply e-mail or telephone and purge this message*



*Linda Hoffman*  
**856-214-0759 Phone**  
**(856) 488-1915 Fax**  
**N.J. Contract #20-FLEET-01189**

**2024 Ford F150 4X4 Crew Cab Police Responder**

Standard Equipment  
 145" Wheelbase  
 3.5L V6 Eco Boost  
 10 Speed Automatic Transmission  
 40/Blank/40 Heavy Cloth Front Seat  
 4X4 with Electronic Shift of the Fly  
 Power Steering  
 Air Conditioning  
 Tilt Steering Wheel  
 7000 GVWR  
 Power Equipment Group, Power Window & Locks  
 FX4 Off Road Package  
 Sync 4  
 AM/FM Six Speakers  
 Power Driver Seat  
 3.31 Electronic Locking Rear Axle  
 240 Amp Alternator  
 26 Gallon Fuel Tank  
 Skid Plates  
 LT265/75R18 BSW AT Tire's  
 18" Steel Wheel  
 Perimeter Alarm  
 Rear View Camera  
 Reverse Sensing  
 BLIS  
 Police Engine Idle  
 Dark Car  
 Police Perimeter Alert  
 Class IV Trailer Hitch 4 pin/7pin Plug

**Total**

**46827.00**



**Linda Hoffman**  
**856-214-0759 Phone**  
**(856) 488-1915 Fax**  
**N.J. Contract #20-FLEET-01189**

**Factory Options**

|            |                                    |               |
|------------|------------------------------------|---------------|
| <b>17R</b> | Rear Door Handles Inop             | <b>180.00</b> |
| <b>18B</b> | Running Boards, Black Platform     | <b>255.00</b> |
| <b>59F</b> | Spot Lamp Driver Whelen            | <b>430.00</b> |
| <b>62B</b> | Keyed Alike (8 choices)      1284X | <b>50.00</b>  |
|            | -not compatible w/Interceptor      |               |
| <b>924</b> | Rear Privacy Glass & Defrost       | <b>100.00</b> |

**Marked Equipment Package** **10140.00**

Whelen Liberty II DUO Light Bar  
 Mini IONs in Front Fender  
 Vertex in Tail Lights, Red  
 Vertex in Reverse Lights, Clear  
 IONs in Rear Doors  
 (2) Strip Lights in Back Window w/Brackets  
 SA6 Siren Controller  
 100 Watt Speaker and Bracket  
 Havis Console w/Cup Holder, Arm Rest, Mag Mic Clip, Storage, USB  
 Power Pack  
 Setina Push Bumper w/Lights

**COMPLETE COST OF VEHICLE:** **57982.00**

**RESOLUTION OF THE BOROUGH OF OCEANPORT  
AUTHORIZING CHANGE ORDER #2 TO THE CONTRACT FOR MYRTLE AVE DRAINAGE  
IMPROVEMENTS BETWEEN LIMA CHARLIE CONSTRUCTION AND THE BOROUGH OF OCEANPORT**

**Resolution**

**WHEREAS**, pursuant with adoption of Resolution #2022-146 the Borough of Oceanport awarded a contract to Lima Charlie Construction for the Myrtle Avenue Drainage Improvements Project for the original sum of \$964,964.00; and

**WHEREAS**, pursuant with Resolution #2023-197, Change Order #1 to the contract authorized an increase in the amount of \$13,826.76 due to unanticipated utility conflicts and traffic control hours; and

**WHEREAS**, there is a need to amend the contract again with Lima Charlie Construction for the costs related to uniformed traffic directors brought in from surrounding towns according to Change Order #2 submitted by the Borough Engineer received on December 7, 2023; and

**WHEREAS**, the contract of \$978,790.76 will be increased by \$2,218.05 to reflect the amendment; and

**WHEREAS**, available funds for Change Order #2 have been certified by the Chief Financial Officer from Account #04-215-55-990-A01 as indicated below; and

**WHEREAS**, based on the foregoing, the Borough Council has determined that it is necessary and appropriate to approve Change Order #2 for a total increase in the amount of \$2,218.05,

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Oceanport as follows:

1. Change Order #2 to increase the contract between the Borough of Oceanport and Lima Charlie Construction by \$2,218.05 is hereby approved.
2. The Mayor and Borough Clerk are hereby authorized to sign the change order on behalf of the Borough.

**CERTIFICATION OF FUNDS**

As required by N.J.A.C. 5:34-5.1 et. seq., and any other applicable requirement, I, Catherine D. LaPorta, Chief Financial Officer of the Borough of Oceanport, certify that there are sufficient funds available in Account #04-215-55-990-A01 not to exceed \$2,218.05 for the above referenced contract change order.

  
Catherine D. LaPorta, CFO

101 Crawfords Corner Road  
Suite 3400  
Holmdel New Jersey 07733  
Main: 732 704 5978



December 7, 2023

**VIA EMAIL**

Honorable Mayor and Council  
Borough of Oceanport  
910 Oceanport Way  
P. O. Box 370  
Oceanport, NJ 07757

Partial Payment No. 6 – Final, Change Order No.2 - Final  
County Route 29A (Myrtle Avenue) Drainage Improvements  
Borough of Oceanport, Monmouth County, New Jersey  
Colliers Engineering & Design Project No. OPB-0156

Dear Mayor and Council,

We are writing this letter to certify that Lima Charlie Construction, 649 Mattison Avenue, Asbury Park, NJ 07712, contractor for the above-referenced project, has completed the work as listed on the enclosed Partial Payment Certificate No. 6 - Final, Change Order No.2 - Final and is entitled to payment in the amount of \$21,793.86. Change Order #2 increases the contract by \$2,218.05 due to a few unforeseen Traffic Control Directors hours beyond the amount anticipated.

For reference, please find Partial Payment Certificate No.6, Change Order No.2 - Final in the amount of \$21,793.86. There are no payrolls or manning reports for the covered period. The Maintenance Bond shall be forwarded by the contractor under separate cover.

Should you have any questions or require additional information, please do not hesitate to contact me directly.

Sincerely,

Colliers Engineering & Design, Inc.  
(DBA Maser Consulting)

A handwritten signature in blue ink, appearing to read "W. White", written over a faint blue circular stamp.

William H.R. White, III, P.E., P.P., C.M.E.  
Oceanport Borough Engineer

WHW/rd  
Enclosure

cc: Jeanne Smith, RMC, Borough Clerk (via email)  
Katie LaPorta, CFO (via email)  
Anthony Lucas, Lima Charlie Construction (via email)

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PARTIAL PAYMENT CERTIFICATE NO. 6 - FINAL  
FOR WORK COMPLETED THROUGH 10/19/2023  
COUNTY ROUTE 29A (MYRTLE AVENUE) DRAINAGE IMPROVEMENTS  
PROJECT NO. OPB-156

| ITEM NO. | DESCRIPTION (BASE BID)                            | QUANTITY |      | UNIT PRICE   | CONTRACT TOTALS | AMOUNT THIS EST. | QUANTITY THIS EST. | AMOUNT PREV EST. | QUANTITY TO DATE | AMOUNT TO DATE |
|----------|---------------------------------------------------|----------|------|--------------|-----------------|------------------|--------------------|------------------|------------------|----------------|
| 1        | SOIL EROSION AND SEDIMENT CONTROL                 | LS       | 1    | \$ 5,000.00  | \$ 5,000.00     | \$ -             | 0.00               | \$ 5,000.00      | 1.00             | \$ 5,000.00    |
| 2        | FUEL PRICE ADJUSTMENT                             | ALLOW    | 1    | \$ 1,500.00  | \$ 1,500.00     | \$ -             | 0.00               | \$ (4,959.30)    | -3.31            | \$ (4,959.30)  |
| 3        | ASPHALT PRICE ADJUSTMENT                          | ALLOW    | 1    | \$ 1,500.00  | \$ 1,500.00     | \$ -             | 0.00               | \$ (2,466.22)    | -1.64            | \$ (2,466.22)  |
| 4        | PORTABLE VARIABLE MESSAGE SIGN                    | UNIT     | 2    | \$ 3,500.00  | \$ 7,000.00     | \$ -             | 0.00               | \$ 7,000.00      | 2.00             | \$ 7,000.00    |
| 5        | BREAKAWAY BARRICADE                               | UNIT     | 14   | \$ 1.00      | \$ 14.00        | \$ -             | 0.00               | \$ 14.00         | 14.00            | \$ 14.00       |
| 6        | DRUM                                              | UNIT     | 20   | \$ 1.00      | \$ 20.00        | \$ -             | 0.00               | \$ 20.00         | 20.00            | \$ 20.00       |
| 7        | TRAFFIC CONE                                      | UNIT     | 50   | \$ 1.00      | \$ 50.00        | \$ -             | 0.00               | \$ 50.00         | 50.00            | \$ 50.00       |
| 8        | UNIFORMED TRAFFIC DIRECTORS                       | ALLOW    | 1    | \$ 25,000.00 | \$ 25,000.00    | \$ 2,218.05      | 0.089              | \$ 33,138.16     | 1.41             | \$ 35,356.21   |
| 9        | CLEARING SITE                                     | LS       | 1    | \$ 95,470.00 | \$ 95,470.00    | \$ -             | 0.00               | \$ 95,470.00     | 1.00             | \$ 95,470.00   |
| 10       | EXCAVATION, TEST PIT                              | CY       | 90   | \$ 75.00     | \$ 6,750.00     | \$ -             | 0.00               | \$ 7,125.00      | 95.00            | \$ 7,125.00    |
| 11       | CONSTRUCTION SIGNS                                | SF       | 500  | \$ 12.00     | \$ 6,000.00     | \$ -             | 0.00               | \$ 6,000.00      | 500.00           | \$ 6,000.00    |
| 12       | DENSE GRADED AGGREGATE, BASE COURSE, 6" THICK     | SY       | 2040 | \$ 3.00      | \$ 6,120.00     | \$ -             | 0.00               | \$ 8,403.00      | 2801.00          | \$ 8,403.00    |
| 13       | HOT MIX ASPHALT, 19M64 BASE COURSE, 8" THICK      | TON      | 1070 | \$ 150.00    | \$ 160,500.00   | \$ -             | 0.00               | \$ 101,598.00    | 677.32           | \$ 101,598.00  |
| 14       | 12" HIGH DENSITY POLYETHYLENE PIPE                | LF       | 130  | \$ 50.00     | \$ 6,500.00     | \$ -             | 0.00               | \$ 6,500.00      | 130.00           | \$ 6,500.00    |
| 15       | 15" REINFORCED CONCRETE PIPE                      | LF       | 1500 | \$ 70.00     | \$ 105,000.00   | \$ -             | 0.00               | \$ 102,900.00    | 1470.00          | \$ 102,900.00  |
| 16       | 18" REINFORCED CONCRETE PIPE                      | LF       | 65   | \$ 90.00     | \$ 5,850.00     | \$ -             | 0.00               | \$ 5,850.00      | 65.00            | \$ 5,850.00    |
| 17       | 24" REINFORCED CONCRETE PIPE                      | LF       | 130  | \$ 100.00    | \$ 13,000.00    | \$ -             | 0.00               | \$ 13,000.00     | 130.00           | \$ 13,000.00   |
| 18       | 14" DUCTILE IRON PIPE                             | LF       | 250  | \$ 150.00    | \$ 37,500.00    | \$ -             | 0.00               | \$ 37,500.00     | 250.00           | \$ 37,500.00   |
| 19       | 12" PVC C905 PIPE                                 | LF       | 50   | \$ 120.00    | \$ 6,000.00     | \$ -             | 0.00               | \$ 6,000.00      | 50.00            | \$ 6,000.00    |
| 20       | RESET EXISTING CASTING                            | UNIT     | 10   | \$ 350.00    | \$ 3,500.00     | \$ -             | 0.00               | \$ 2,450.00      | 7.00             | \$ 2,450.00    |
| 21       | CURB PIECE, TYPE 'N-ECO'                          | UNIT     | 10   | \$ 400.00    | \$ 4,000.00     | \$ -             | 0.00               | \$ 2,800.00      | 7.00             | \$ 2,800.00    |
| 22       | BICYCLE SAFE GRATE                                | UNIT     | 5    | \$ 400.00    | \$ 2,000.00     | \$ -             | 0.00               | \$ 2,800.00      | 7.00             | \$ 2,800.00    |
| 23       | RECONSTRUCTED INLET, TYPE B, USING NEW CASTING    | UNIT     | 5    | \$ 2,000.00  | \$ 10,000.00    | \$ -             | 0.00               | \$ 4,000.00      | 2.00             | \$ 4,000.00    |
| 24       | INLET, TYPE "A"                                   | UNIT     | 5    | \$ 3,000.00  | \$ 15,000.00    | \$ -             | 0.00               | \$ 6,000.00      | 2.00             | \$ 6,000.00    |
| 25       | INLET, TYPE "B"                                   | UNIT     | 13   | \$ 7,500.00  | \$ 97,500.00    | \$ -             | 0.00               | \$ 127,500.00    | 17.00            | \$ 127,500.00  |
| 26       | INLET, TYPE "B", EXTENDED                         | UNIT     | 2    | \$ 9,500.00  | \$ 19,000.00    | \$ -             | 0.00               | \$ -             | 0.00             | \$ -           |
| 27       | YARD INLET                                        | UNIT     | 2    | \$ 2,500.00  | \$ 5,000.00     | \$ -             | 0.00               | \$ 5,000.00      | 2.00             | \$ 5,000.00    |
| 28       | CONCRETE HEADWALL                                 | CY       | 5    | \$ 1,300.00  | \$ 6,500.00     | \$ -             | 0.00               | \$ 6,500.00      | 5.00             | \$ 6,500.00    |
| 29       | RIPRAP STONE SLOPE PROTECTION, 12" THICK, D50 =6" | SY       | 20   | \$ 250.00    | \$ 5,000.00     | \$ -             | 0.00               | \$ 5,000.00      | 20.00            | \$ 5,000.00    |
| 30       | CONCRETE SIDEWALK, 4" THICK                       | SY       | 1255 | \$ 70.00     | \$ 87,850.00    | \$ -             | 0.00               | \$ 83,328.00     | 1190.40          | \$ 83,328.00   |



| ITEM NO. | DESCRIPTION (BASE BID)                                           | QUANTITY |      | UNIT PRICE  | CONTRACT TOTALS | AMOUNT THIS EST. | QUANTITY THIS EST. | AMOUNT PREV EST. | QUANTITY TO DATE | AMOUNT TO DATE |
|----------|------------------------------------------------------------------|----------|------|-------------|-----------------|------------------|--------------------|------------------|------------------|----------------|
| 31       | CONCRETE DRIVEWAY, REINFORCED, 6" THICK                          | SY       | 195  | \$ 95.00    | \$ 18,525.00    | \$ -             | 0.00               | \$ 26,163.00     | 275.40           | \$ 26,163.00   |
| 32       | CONCRETE SWALE, 8" THICK, IF & WHERE DIRECTED                    | SY       | 70   | \$ 150.00   | \$ 10,500.00    | \$ -             | 0.00               | \$ -             | 0.00             | \$ -           |
| 33       | ASPHALT DRIVEWAY, 3-1/2" THICK                                   | SY       | 230  | \$ 35.00    | \$ 8,050.00     | \$ -             | 0.00               | \$ 8,067.50      | 230.50           | \$ 8,067.50    |
| 34       | RESET EXISTING PAVERS                                            | SY       | 25   | \$ 140.00   | \$ 3,500.00     | \$ -             | 0.00               | \$ 2,105.60      | 15.04            | \$ 2,105.60    |
| 35       | DETECTABLE WARNING SURFACE                                       | SY       | 25   | \$ 250.00   | \$ 6,250.00     | \$ -             | 0.00               | \$ 7,150.00      | 28.60            | \$ 7,150.00    |
| 36       | 6"X8"X20" CONCRETE VERTICAL CURB                                 | LF       | 465  | \$ 25.00    | \$ 11,625.00    | \$ -             | 0.00               | \$ 11,527.50     | 461.10           | \$ 11,527.50   |
| 37       | CONCRETE CURB AND GUTTER                                         | LF       | 3620 | \$ 35.00    | \$ 126,700.00   | \$ -             | 0.00               | \$ 125,076.00    | 3573.60          | \$ 125,076.00  |
| 38       | TRAFFIC MARKINGS LINES, 4"                                       | LF       | 2330 | \$ 1.00     | \$ 2,330.00     | \$ -             | 0.00               | \$ -             | 0.00             | \$ -           |
| 39       | TRAFFIC MARKINGS LINES, 6"                                       | LF       | 700  | \$ 1.50     | \$ 1,050.00     | \$ -             | 0.00               | \$ -             | 0.00             | \$ -           |
| 40       | TRAFFIC MARKINGS LINES, 24"                                      | LF       | 145  | \$ 6.00     | \$ 870.00       | \$ -             | 0.00               | \$ -             | 0.00             | \$ -           |
| 41       | GUIDE SIGN, TYPE GA, BREAK AWAY SUPPORT, IF & WHERE DIRECTED     | SF       | 25   | \$ 45.00    | \$ 1,125.00     | \$ -             | 0.00               | \$ -             | 0.00             | \$ -           |
| 42       | TREE REMOVAL, OVER 12" TO 24" DIAMETER                           | UNIT     | 6    | \$ 1,500.00 | \$ 9,000.00     | \$ -             | 0.00               | \$ 13,500.00     | 9.00             | \$ 13,500.00   |
| 43       | TREE REMOVAL, OVER 36" DIAMETER                                  | UNIT     | 3    | \$ 2,500.00 | \$ 7,500.00     | \$ -             | 0.00               | \$ 10,000.00     | 4.00             | \$ 10,000.00   |
| 44       | TOPSOILING, 5" THICK, IF & WHERE DIRECTED                        | SY       | 1535 | \$ 6.00     | \$ 9,210.00     | \$ -             | 0.00               | \$ 16,791.00     | 2798.50          | \$ 16,791.00   |
| 45       | FERTILIZING AND SEEDING, TYPE F, IF & WHERE DIRECTED             | SY       | 1535 | \$ 1.50     | \$ 2,302.50     | \$ -             | 0.00               | \$ 4,197.75      | 2798.50          | \$ 4,197.75    |
| 46       | STRAW MULCHING, IF & WHERE DIRECTED                              | SY       | 1535 | \$ 1.50     | \$ 2,302.50     | \$ -             | 0.00               | \$ 4,197.75      | 2798.50          | \$ 4,197.75    |
|          | CHANGE ORDER NO.1                                                |          |      |             |                 |                  |                    |                  |                  |                |
| CO1      | AWA 0576 - RELOCATING WATER SERVICE TO ALLOW STORM PIPES TO PASS | LS       | 1    | \$ 2,725.80 | \$ 2,725.80     | \$ -             | 0.00               | \$ 2,725.80      | 1.00             | \$ 2,725.80    |
| CO2      | AWA 0579 - REMOVE AND REPLACE PIPE CROSSING                      | LS       | 1    | \$ 6,950.79 | \$ 6,950.79     | \$ -             | 0.00               | \$ 6,950.79      | 1.00             | \$ 6,950.79    |
| CO3      | AWA 0577 - RELOCATING SEWER SERVICES                             | LS       | 1    | \$ 2,881.73 | \$ 2,881.73     | \$ -             | 0.00               | \$ 2,881.73      | 1.00             | \$ 2,881.73    |
| CO4      | AWA 0541 - 80 LF 10" DIP                                         | LS       | 1    | \$ 3,935.70 | \$ 3,935.70     | \$ -             | 0.00               | \$ 3,935.70      | 1.00             | \$ 3,935.70    |
| CO5      | MANHOLES                                                         | UNIT     | 8    | \$ 7,500.00 | \$ 60,000.00    | \$ -             | 0.00               | \$ 60,000.00     | 8.00             | \$ 60,000.00   |

|                                |                      |                                |                      |
|--------------------------------|----------------------|--------------------------------|----------------------|
| <b>CONTRACT TOTAL:</b>         | <b>\$964,964.00</b>  | <b>TOTAL TO DATE:</b>          | <b>\$ 981,008.81</b> |
| <b>REVISED CONTRACT TOTAL:</b> | <b>\$ 981,008.81</b> | <b>LESS 2% RETAINAGE:</b>      | <b>\$ -</b>          |
|                                |                      | <b>SUBTOTAL AMOUNT DUE:</b>    | <b>\$ 981,008.81</b> |
|                                |                      | <b>LESS PREVIOUS PAYMENTS:</b> | <b>\$ 959,214.95</b> |
|                                |                      | <b>TOTAL AMOUNT DUE:</b>       | <b>\$ 21,793.86</b>  |
|                                |                      | <b>PERCENTAGE COMPLETE:</b>    | <b>100%</b>          |

I hereby certify that all items, units, quantities and prices of work and material shown in this progress estimate are correct; that the work has been performed and materials supplied and completely paid for in full in accordance with the terms of the contract documents involved; that the foregoing is a true and correct statement of the contract amount up to and including the last day of the period covered by this estimate; and that no part of the "Total Amount Due" has been received:

LIMA CHARLIE CONSTRUCTION, INC.

DATE:

WILLAM H. WHITE, III, PE, PP, CME, CPWM, COLLIERS ENGINEERING & DESIGN, INC.

DATE:

CHANGE ORDER NUMBER - 2 FINAL  
FOR WORK COMPLETED THROUGH 9/19/23

|                     |                                                               |
|---------------------|---------------------------------------------------------------|
| <b>Project</b>      | <u>County Route 29A (Myrtle Avenue) Drainage Improvements</u> |
| <b>Municipality</b> | <u>Borough of Oceanport</u>                                   |
| <b>County</b>       | <u>Mommouth</u>                                               |
| <b>Contractor</b>   | <u>Lima Charlie Construction</u>                              |

In accordance with the project Supplementary Specification, the following are changes in the contract.  
Location and Reason for Change

- Increased Items

**Increased Items**

| <u>Item No.</u>       | <u>Description</u>          | <u>Quantity (+/-)</u> | <u>Unit Price</u> | <u>Amount</u>      |
|-----------------------|-----------------------------|-----------------------|-------------------|--------------------|
| 8                     | UNIFORMED TRAFFIC DIRECTORS | 1                     | ALLOW \$ 2,218.05 | \$ 2,218.05        |
| <b>Total Increase</b> |                             |                       |                   | <b>\$ 2,218.05</b> |

|                                                 |                      |                     |                    |
|-------------------------------------------------|----------------------|---------------------|--------------------|
| Amount of Original Contract                     | \$ 964,964.00        | Extra               | \$ 2,218.05        |
| Change Order No. 1 Amount                       | \$ 13,826.76         | Supplemental        | \$ 0.00            |
| Change Order No. 2 Amount                       | \$ 2,218.05          | Reduction           | \$ 0.00            |
| Adjusted Amount Based on Change Order No. 1 & 2 | <u>\$ 981,008.81</u> | <b>Total Change</b> | <u>\$ 2,218.05</u> |

% Change in Contract

[(+) Increase or (-) Decrease] 1.66%

  
Colliers Engineering & Design  
(Engineer)

11/2/2023

(Date)

Borough of Oceanport  
(Presiding Officer)

(Date)

  
Lima Charlie Construction  
(Contractor)

10/31/23  
(Date)

**RESOLUTION OF THE BOROUGH OF OCEANPORT  
AUTHORIZING 2023 BUDGET APPROPRIATION TRANSFERS**

**Resolution**

**WHEREAS**, it shall become necessary to expend for some of the purposes specified in the Budget an excess of the respective sums appropriated, and

**WHEREAS**, there is an excess in one or more appropriations over and above the amount deemed necessary to fulfill the purposes of such appropriations, and

**WHEREAS**, the transfers about to be authorized do not affect an appropriation to which or from which transfers are prohibited under the statutes.

**NOW, THEREFORE, BE IT RESOLVED** the following transfers between appropriations be authorized pursuant to N.J.S.A. 40A:4-58:

**BUDGET TRANSFERS - 12/14**

| <b>FROM:</b>    | <b>AMOUNT</b>         | <b>ACCOUNT</b>    |
|-----------------|-----------------------|-------------------|
| DPW SW          | \$ (20,000.00)        | 01-201-26-300-100 |
| Water           | \$ (2,000.00)         | 01-201-31-430-204 |
| Social Security | \$ (5,000.00)         | 01-201-36-472-200 |
|                 | <b>\$ (27,000.00)</b> |                   |
|                 |                       |                   |
| <b>TO:</b>      |                       |                   |
| DPW OE          | \$ 20,000.00          | 01-201-26-300-200 |
| Gasoline & Oil  | \$ 7,000.00           | 01-201-31-430-207 |
|                 | <b>\$ 27,000.00</b>   |                   |

**BE IT FURTHER RESOLVED** that a copy of this resolution be filed forthwith with the Borough's Chief Financial Officer.

**RESOLUTION OF THE BOROUGH OF OCEANPORT  
AUTHORIZING PAYMENT OF BILL LIST FOR DECEMBER 14, 2023**

**Resolution**

**WHEREAS**, the Governing Body has considered the payment of said bills as set forth on the bill list at its public meeting of December 14, 2023.

**BE IT RESOLVED**, by the Mayor and Council that the bills be paid as on the attached bill list for \$ .

**CERTIFICATION OF FUNDS**

I, Catherine D. LaPorta, Chief Financial Officer, of the Borough of Oceanport, do hereby certify that funds are available for the purpose stated herein.

Catherine D. LaPorta, CFO



**Mayor & Council**  
910 Oceanport Way  
Oceanport, NJ 07757

**SCHEDULED**

**DISCUSSION ITEM (ID # 3000)**

Meeting: 12/14/23 07:00 PM  
Department: Mayor & Council  
Category: Policy  
Prepared By: Jeanne Smith  
Initiator: Jeanne Smith  
Sponsors:  
DOC ID: 3000

**10.49**

## **Discussion: Amendments to Chapter 284 Peace and Good Order**

**From:** [Kim Skorka](#)  
**To:** [Oceanport Mayor](#); [Richard Gallo](#); [Bryan Keeshen](#); [Keith Salnick](#); [William Deerin](#); [Michael O'Brien](#); [Tom Tvrdik](#)  
**Cc:** [Jeanne Smith](#); [Donna Phelps](#); [abayer@pashmanstein.com](mailto:abayer@pashmanstein.com)  
**Subject:** RE: Invalidity of portions of Chapter 284 (Peace and Good Order) of the Oceanport Borough Code.  
**Date:** Wednesday, November 1, 2023 8:17:32 PM

---

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

November 1, 2023

Hon. John F. Coffey, II, Mayor and members of the  
 Oceanport Borough Council  
 910 Oceanport Way  
 Oceanport, NJ 07757 (via email only)

Dear Mayor Coffey and Council members:

I write on behalf of the New Jersey Libertarian Party's Preempted Ordinance Repeal Project regarding certain provisions within [Chapter 284](#) (Peace and Good Order) of the Oceanport Borough Code.

My first concern is that § 284-1(A)(6), which prohibits loitering, is clearly preempted and ought to be repealed. Here's why.

When the Legislature enacted New Jersey's Criminal Code in 1979, it specifically decided to not include a loitering prohibition within the Code out of concern that "vagrancy and loitering statutes have long suffered from constitutional infirmity and have been criticized as inviting official harassment and discriminatory enforcement." See [State v. Crawley](#), 90 N.J. 241, 247 (1982). It follows, therefore, that no municipality, such as Oceanport, is allowed to prohibit loitering and vagrancy locally when the Legislature has decided to decriminalize those acts. See, *State v. Crawley* at 251.

Please note that Little Silver Borough, which is adjacent to Oceanport, [repealed its loitering code](#), as well as other preempted provisions in its borough code, on September 18, 2023 following our request to the Mayor and Council. Click [here](#) to view the complete list of the forty-seven municipalities that have rescinded their preempted code provisions upon our recommendation.

My second concern is that Code § 284-1(A)(18), which prohibits "be[ing] disorderly in any public omnibus, street, highway, thoroughfare or on any sidewalk or in any private house, boardinghouse, store, restaurant or other quasi-public or public place, to the annoyance of any person."

As a threshold matter, it's not just loitering and vagrancy that have been superseded by state law. In 2003, the Appellate Division found that Chapter 33 of the New Jersey Criminal Code "reveals a policy to comprehensively address street behavior and other conduct in public places that may disturb citizens and disrupt peaceful society."

See [State v. Paserchia](#), 356 N.J. Super. 461, 466 (App.Div.2003). The Legislature, the court found, recognized the tension between controlling “street behavior” and safeguarding citizens’ free speech and assembly rights. Therefore, the Legislature decided to regulate “street behavior” so comprehensively at the state level that there was no room left for local regulation of the same conduct. See, e.g. New Jersey Law Journal, "Yet another Municipal Ordinance is Struck Down on Pre-emption Grounds" January 13, 2003, by Mary P. Gallagher.

As such, the "disorderly" conduct proscribed by Code § 284-1(A)(18) is already covered by [N.J.S.A. 2C:33-2](#) (Disorderly conduct) and is therefore preempted. Likewise, Code § 284-1(A)(18) which seeks to prohibit "disorderly assemblage[s]" is also preempted by N.J.S.A. 2C:33-2. And, § 284-1(A)(26)'s prohibition of "riotous or indecent conduct, breach of the peace, vagrancy or prostitution" is preempted by N.J.S.A. 2C:33-2 as well as [N.J.S.A. 2C:33-1](#) (Riot; failure to disperse) and [N.J.S.A. 2C:34-1](#) (Prostitution and related offenses). The latter statute also preempts § 284-1(A)(27) regarding "forc[ing] a child under age 16 . . . to submit to the doing of any act which tends to debauch such child or which tends to impair the morals of such child."

Also, §§ 284-1(A)(5), (A)(28) and (A)(29), all of which seek to prohibit various types of gambling, are all preempted by [N.J.S.A. 2C:37-1](#), et seq. (Gambling). And, § 284-1(A)(17), which seeks to prohibit disrupting public events is preempted by [N.J.S.A. 2C:33-8](#) (Disrupting meetings and processions).

Also, the following five code provisions, which are listed along with their statutory counterpart, are also preempted:

- § 284-1(A)(11) - [N.J.S.A. 2C:33-3](#) (False public alarms)
- § 284-1(A)(12) - [N.J.S.A. 2C:29-1](#) (Obstructing administration of law or other governmental function)
- § 284-1(A)(13) - [N.J.S.A. 2C:17-3](#) (Criminal mischief)
- § 284-1(A)(15) - [N.J.S.A. 2C:39-3](#) (Prohibited weapons and devices)
- § 284-1(A)(16) - [N.J.S.A. 2C:5-5](#) (Burglar's tools)

Note that in some cases the culpability standard required for a conviction under the statute is different than that required by the borough code provision. For example, N.J.S.A. 2C:39-3(e) requires the prosecution to prove that the weapon was "knowingly" possessed while Code § 284-1(A)(15) lacks a culpability standard. This inconsistency between culpability standards "only underscores the point that the Code and the local ordinance deal with the same criminal conduct in a different manner, and consequently the ordinance is preempted." [State v. Felder](#), 329 N.J. Super. 471 (App.Div.2000)

Similarly, §§ 284-1(A)(3) and (A)(4) which prohibit, respectively, "a disorderly house or a house of ill fame" and allowing "noisy, riotous or disorderly persons[,], prostitutes, gamblers or vagrants" to frequent them are also preempted. See, [Szyfman v. Borough of Glassboro](#), July 3, 2014, Not Reported , 2014 WL 2972146.

Finally, the following sections of the [Parks and Recreation Areas](#) code are also ripe for repeal:

- § 279-3(A) to the extent that it proscribes "be[ing] under the influence of intoxicating liquor. Such laws have been specifically preempted by New Jersey's Alcoholism Treatment and Rehabilitation Act, [N.J.S.A. 26:2B-1, et seq.](#)
- § 279-3(D) (loitering)
- § 279-3(G) (gambling),
- § 279-3(I) (loitering, disorderly conduct)

The bottom line is this: The State of New Jersey has already struck a balance between public assembly and expression rights and the government's need for peace and good order on the streets. Similarly, the State has also regulated other conduct so comprehensively, that municipal regulation, especially those that contain differing culpability standards, are invalidated. Thus, Oceanport, as a subordinate subdivision of the State, is not permitted to strike a different balance between these competing interests through local legislation. Accordingly, the Borough's loitering ordinance and the other mentioned provisions are invalid and should be repealed.

I kindly request that the municipal attorney, Andrew Bayer (who has been copied on this email), reviews these code provisions and reports back on their validity at the November 2, 2023, Borough Council meeting

Thank you very much for your attention to this matter.

Very truly yours,

Kim Skorka  
New Jersey Libertarian Party's  
Preempted Ordinance Repeal Project

## ORDINANCE #

### ORDINANCE REPEALING AND REPLACING CHAPTER 284 “PEACE AND DISORDER”, ARTICLE I “DISORDERLY CONDUCT” OF THE CODE OF THE BOROUGH OF OCEANPORT

**WHEREAS**, the Borough of Oceanport (the “Borough”) seeks to repeal and replace Chapter 284 of the Borough Code entitled “Peace and Good Order;” and

**WHEREAS**, the Borough Council believes that it is in the best interest of the Borough residents to adopt an updated disorderly persons ordinance compatible with Federal and State Law; and

**NOW THEREFORE BE IT ORDAINED**, by the Borough Council of the Borough of Oceanport, County of Monmouth, and State of New Jersey, that Chapter 284 “Peace and Disorder” Article I “Disorderly Conduct”, Sections 284-1 through 281-4 of the Borough Code are hereby deleted in their entirety and replaced as follows:

[additions are underlined]

Article I Disorderly Conduct

284-1 Definitions.

As used in the chapter, the following terms have the following meanings:

CANNABIS, CANNABIS ITEM

Any usable cannabis, cannabis product, cannabis extract and any other cannabis resin, all parts of the plant Cannabis sativa L., whether growing or not, the seeds thereof, and every compound, manufacture, salt, derivative mixture, or preparation of the plant or its seeds, but shall not include any other ingredient combined with cannabis to prepare topical or oral administrations, food, drink, or other product. “Cannabis” does not include hemp or a hemp product cultivated, handled, processed, transported, or sold pursuant to the New Jersey Hemp Farming Act, P.L. 2019, c. 238 (N.J.S.A.4:28-6 et seq.).

ELECTRONIC SMOKING DEVICE

An electronic device that can be used to deliver nicotine, cannabis or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe.

GRAFFITI

Writings or drawings scribbled, scratched, or sprayed illicitly on a wall or other surface.

INDOOR PUBLIC PLACE

A structurally enclosed place of business, commerce or other service-related activity, whether publicly or privately owned or operated on a for-profit or nonprofit basis, which is generally

accessible to the public, including, but not limited to: a theater or concert hall; public library; museum or art gallery; bar; restaurant or other establishment where the principal business is the sale of food for consumption on the premises, including the bar area of the establishment; garage or parking facility; any public conveyance; any facility used for the holding of sporting events; or recreational facility, shopping mall or retail store; hotel, motel or other lodging establishment; apartment building lobby or other public area in an otherwise private building.

## MARIJUANA

All parts of the plant Cannabis sativa L., whether growing or not; the seeds thereof, and every compound, manufacture, salt, derivative, mixture, or preparation of the plant or its seeds, except those containing resin extracted from the plant products cultivated, handled, processed, transported, or sold pursuant to the New Jersey Hemp Farming Act, P.L. 2019, c. 238 (N.J.S.A. 4:28-6 et seq.).

## OBSTRUCT

Render impassible without unreasonable inconvenience or hazard. No person shall be deemed guilty of recklessly obstructing in violation of this article because of a gathering of persons to hear him or her speak or otherwise communicate or solely because of being a member of such a gathering.

## PERSON

Wherever appropriate in connection with the context, includes corporation, partnership, association and individual and shall include the plural.

## PUBLIC PLACE

Any place to which the public has access that is not privately owned; or any place to which the public has access where alcohol or cannabis consumption is not allowed, including, but not limited to, a public street, road, thoroughfare, sidewalk, bridge, alley, plaza, park, playground, swimming pool, shopping area, public transportation facility, vehicle used for public transportation, parking lot, public library, or any other public building, structure, or are, including beach area.

## SMOKING

The smoking, vaping, aerosolizing, burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe or any other matter or substance which contains tobacco, cannabis or any other matter that can be smoked, or the inhaling or exhaling of smoke or vapor from an electronic smoking device.

## 284-2 Prohibited Acts.

No person, shall within the Borough of Oceanport:

- A. Be loud, unruly, unmanageable, riotous, uncontrollable or disorderly in any public place or quasi-public place so as to cause a disturbance or annoyance to neighbors, adjacent property owners or other persons within a reasonable proximity;
- B. Deface or place graffiti on any public property or private property of another;
- C. Dump any garbage, refuse, paper, glass or cans upon any public highway or any private property.
- D. Place or throw any glass, bottle, can or other sharp and dangerous substance upon any public highway.
- E. Cause or permit any sound which by its length or volume creates a disturbance or annoyance to adjacent property owners;
- F. Willfully or maliciously ring or sound or cause to be rung or sounded any bell, siren or other alarm to give false impression of a fire or emergency;
- G. Without any legal privilege to do so, purposely or recklessly obstruct any public passage to any place of business or house of worship or residence;
- H. Refuse to obey a reasonable official request or order to move to prevent obstruction of a public passage to a place of business or house of worship or residence;
- I. Appear on any street, road, avenue, park or other parks, including in vehicles parked on the same in a state of nudity;
- J. Remove or interfere with or disturb any lantern, warning signal, obstruction or barricade lawfully placed in or across any public street by a public authority, its contractors, agents, servants or employees;
- K. It shall be unlawful for any person to engage in the smoking of marijuana, cannabis or cannabis item in or on any indoor public place or public place.

### 284-3 Violations and Penalties.

Any person violating any of the provisions of this article shall, upon conviction, be punished by a minimum fine of \$250, but not exceeding \$2,000, or by imprisonment not exceeding 90 days, or any combination thereof in the discretion of the Municipal Court Judge.

**BE IT FURTHER ORDAINED** a copy of this Ordinance shall be supplied to the following:

1. Chief Financial Officer

All other Ordinances or parts of Ordinances, which are inconsistent herewith, are repealed, only to the extent of such inconsistency. All other parts not inconsistent herewith are ratified and confirmed.

This Ordinance shall become effect immediately upon final passage and publication as required by law.

APPROVED ON FIRST READING  
DATED: December 14, 2023

JEANNIE SMITH  
Clerk Borough of Oceanport

ADOPTED ON SECOND READING  
DATED:

APPROVAL BY THE MAYOR ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023

Mayor

**RESOLUTION OF THE BOROUGH OF OCEANPORT  
THE FORT MONMOUTH REUSE PLAN AMENDMENT #20 AND THE MUNICIPAL 45 DAY REVIEW  
PERIOD AND FORMULATION OF THE BOROUGH RECOMMENDATIONS AND COMMENTS TO THE  
FORT MONMOUTH ECONOMIC REVITALIZATION AUTHORITY**

**Resolution**

**WHEREAS**, the decision to close Fort Monmouth was made per Federal BRAC legislation in September of 2005 and the Fort Monmouth Economic Revitalization Authority (FMERA) was created by the State of New Jersey (C52:271 et. seq.) to implement comprehensive conversion and revitalization of the Fort Monmouth Property; and

**WHEREAS**, the Fort Monmouth Redevelopment and Reuse Plan was adopted September 3, 2008 and as subsequently amended; and

**WHEREAS**, the statute provides for a 45-day municipal review period for comment and recommendations on amendments to the Fort Monmouth Reuse Plan by each of the three host communities. On November 6, 2023 the Mayor received a request to review the Reuse Plan Amendment #20 for which review period shall end December 20, 2023; and

**WHEREAS**, the Borough of Oceanport has solicited comment on the Reuse Plan Amendment #20 from the Borough Planner, Borough Engineer, Planning Board, Police Department, First Aid, Fire Department, Office of Emergency Management and others in order to review the Amendment and consider its impact on the Borough and its residents.

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Oceanport that the municipality has performed its statutory duties as a host municipality concerning the review of the proposed Fort Monmouth Redevelopment and Reuse Plan Amendment #20 and offers the following and comments and recommendations attached hereto:

1. Borough Planner Letter dated November 6, 2023
2. Planning Board Attorney Letter dated November 5, 2023
- 3.

**BE IT FURTHER RESOLVED**, that a copy of the comments received be forwarded with this Resolution to the Fort Monmouth Economic Revitalization Authority Board for their consideration.