



BOROUGH OF OCEANPORT MAYOR & COUNCIL WORKSHOP • AGENDA

Clement V. Sommers Municipal Building
910 Oceanport Way, Oceanport, NJ 07757

OCTOBER 2, 2025 at 7:00 PM

1. **Meeting Called to Order**
2. **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, 2025 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.
3. **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.
4. **Roll Call**
5. **PUBLIC COMMENT - Action Items Only:** At this time, comments are invited on action 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.
6. **Action Items-Consent Agenda**
 - Resolution #2025-258 - Payment of Bills**
 - Resolution #2025-259 - Approving Katelyn Biernacki for Oceanport First Aid Membership**
 - Resolution #2025-260 - Issuing a New Liquor License for Parker's Creek LLC**
 - Resolution #2025-261 - Authorizing an MOU between FMERA and the Borough of Oceanport-Nicodemus Ave Roadway Project**
 - Resolution #2025-262 - Resolution Requesting Approval for Amending the 2025 Municipal Budget For Nicodemus North MOU for Realignment**
 - Resolution #2025-263 - Awarding A Contract To Colliers For FMERA-Nicodemus Avenue Roadway Construction And Realignment Project**
 - Resolution #2025-264 - Awarding a Contract for Electrical Improvements-400 Area Parallel Build to Beach Electrical Company Inc.**

Resolution #2025-265 - Awarding a Contract for Portable Toilet Rental and Related Sanitation Services Between Zuidema Portable Toilets

Resolution #2025-266 - Appointing Mark McNamara as Part Time Laborer for the Public Works Dept

Resolution #2025-267 - Awarding a Contract for Goods and Services Between Home Depot and the Borough of Oceanport

Resolution #2025-268 - Authorizing Change Order #1-Final - Contract For Old Wharf House Parking Lot Expansion With Meco, Inc.

Resolution #2025-269 - Awarding a Contract to P.L. Custom Body and Equipment Co. Inc. for Emergency Vehicle Manufacturing and Services

7. Administrator's Report

8. Clerk's Report

9. New Business

Resolution - Authorizing a Cooperative Pricing Agreement With The Monmouth-Ocean Educational Services Commission

Resolution - Adopting Job Descriptions for Borough Employees

10. Second Reading Ordinances

Ordinance #1115 - Amending UCC Fees

Ordinance #1116 - Adopting Redevelopment Plan for the Mega Parcel

11. Mayor Tvrdik's Report

12. Public Comments

13. Adjourn to Executive Session

Resolution #2025-270 - Authorizing an Executive Session, October 2, 2025 - Matters Relating to the Employment Relationship

14. Return from Executive Session

15. Adjournment

**RESOLUTION OF THE BOROUGH OF OCEANPORT AUTHORIZING PAYMENT OF
BILL LIST FOR OCTOBER 2, 2025**

Resolution #2025-258
10/2/2025

WHEREAS, the Governing Body has considered the payment of said bills as set forth at its public meeting of October 2, 2025.

BE IT RESOLVED, by the Mayor and Council that the bills be paid as on the attached bill list for \$1,727,293.29

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

CATHERINE D. LaPORTA, CFO

Motion:		Second:		
ROLL CALL	YES	NO	ABSTAIN	ABSENT
Deerin	()	()	()	()
Gallo	()	()	()	()
Keeshen	()	()	()	()
Manna	()	()	()	()
O'Brien	()	()	()	()
Cooper	()	()	()	()
Tvrdik	()	()	()	()

I certify this to be a true copy of Resolution #2025-258 approved by the Oceanport Borough Council at the Regular Meeting held October 2, 2025

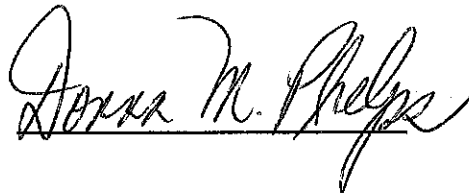
STEPHANIE KRAMER
ACTING BOROUGH CLERK

**BOROUGH OF OCEANPORT
BILL LIST**

2-Oct-25

PAYEE	AMOUNT
PAYROLL ACCOUNT	\$202,408.62
DCRP	\$145.35
MANUAL CHECKS	
GRANT FUND	\$63,338.69
CAPITAL	\$12,548.68
DOG REGISTRY TOTAL	\$1.20
OPEN SPACE TRUST TOTAL	\$12,580.09
SUI	
UCC TRUST	\$476.18
TRUST OTHER TOTAL	\$5,536.50
ESCROW TRUST TOTAL	\$3,990.00
NON BUDGETARY	\$1,332,611.78
2024 VOUCHERS PAID THIS MEETING	\$160.00
2025 VOUCHERS PAID THIS MEETING	\$93,496.20
TOTAL	\$1,727,293.29

I CERTIFY THAT THE ABOVE ITEMS ARE TRUE AND CORRECT AS PRESENTED
TO THE MAYOR AND COUNCIL FOR PAYMENT



List of Bills - (All Funds)

Vendor	Description	Payment	Check Total
Current Fund			
2006 - ALLEGIANCE TRUCKS, LLC	PO 20958 REPAIRS TO VEHICLE #128 3HAWDSTR1HL74170	16,996.76	16,996.76
1018 - ANCHOR RUBBER STAMP	PO 21088 NOTARY SUPPLIES KATIE/VAL	231.69	231.69
1516 - CANON FINANCIAL SERVICES, INC	PO 21090 PD COPIER SERVICE - AUGUST 2025	79.46	79.46
1056 - COAST CITIES EQUIPMENT, INC	PO 21104 2002 INTERNATIONAL GARBAGE TRUCK # 135	1,278.39	1,278.39
2079 - CONNOR ROGERS	PO 21137 Reimbursement for Uniform Purchase Roger	120.00	120.00
1065 - COOPER ELECTRIC SUPPLY CO	PO 21143 PREVENTATIVE MAINTENANCE AGREEMENT- PORT	1,216.22	1,216.22
2102 - DCH FORD OF EATONTOWN	PO 21018 Unit 9 Repairs	797.48	
	PO 21046 UNIT 12 REPAIRS	693.20	
	PO 21081 UNIT 6 REPAIRS	1,429.51	2,920.19
2002 - DEPTCOR	PO 15408 DPW SHED	17,500.00	17,500.00
1099 - EUROFIN ENVIRONMENT TESTING PHILAD	PO 21006 WATER TESTING - AUGUST 2025	409.00	409.00
1767 - EVERON, LLC (90-0008456)	PO 21181 FIRE MONITORING - 09/30/25-10/29/25	68.13	68.13
1106 - FIORE PAVING COMPANY, INC	PO 20812 REPAIR STORM DRAIN ON OSPREY LANE	3,800.00	3,800.00
2190 - FIS ON SITE SERVICE LLC	PO 20821 38-56 AIR CONDITIONER REPAIR	674.96	
	PO 20980 38-75 REPAIRS	1,130.49	1,805.45
2254 - FIT-RITE UNIFORM CO, INC	PO 17796 EMS VESTS	160.00	160.00
1109 - FMERA	PO 21111 BLDG 901 - 8/1/25-9/2/25 - BORO HALL	1,656.86	
	PO 21112 BLDG 901 - 7/1/25-8/1/25 - BORO HALL	1,845.18	
	PO 21113 RT 537 - 8/1/25-8/31/25	273.26	
	PO 21114 RT 537 - 7/1/25-7/31/25	273.26	
	PO 21115 BLDG 977- 8/1/25-9/2/25- POLICE	2,909.52	
	PO 21116 BLDG 977- 7/1/25-8/1/25- POLICE	3,353.54	
	PO 21117 BLDG 900 -8/1/25-8/31/25 - DPW	458.06	
	PO 21118 BLDG 900 -7/1/25-7/31/25 - DPW	458.06	11,227.74
2329 - FRANK GALBRAITH & SON EXCAVATION & DEMOL	PO 21195 800 AREA BUILDING DEMOLITION	60,760.00	60,760.00
2060 - GARDEN STATE ROOFING & SIDING, INC	PO 20501 REPAIR PORT AU PECK FIREHOUSE ROOF	5,150.00	5,150.00
1941 - GOTO TECHNOLOGIES USA, INC	PO 21226 MONTHLY SERVICES - 09/21/2025-10/20/2025	199.00	199.00
2127 - HARTFORD FIRE INSURANCE COMPANY	PO 21091 FLOOD INSURANCE - 433 MYRTLE AVE	11,465.00	11,465.00
1143 - I.D.M. MEDICAL SUPPLY INC	PO 21037 FAS OXYGEN - AUGUST 2025	95.70	95.70
1891 - JAMM PRINTING	PO 20967 ENVELOPES	245.00	245.00
1685 - JANITOR SUPPLY CORP	PO 21078 SUPPLIES	298.92	298.92
1428 - JERSEY AUTO SPA CAR WASH	PO 21085 CAR WASH 2ND & 3RD QTR - 4/25-9/25	1,000.00	1,000.00
1153 - JERSEY CENTRAL POWER & LIGHT	PO 21188 200-000-957-015 -07/30/25-09/01/25	1,316.45	
	PO 21189 200-000-956-009 -07/31/25-09/01/25	1,801.21	3,117.66
2097 - JOHN PATTI	PO 21057 LODGING - REIMBURSEMENT	372.27	372.27
1881 - JOSEPH W SHERMAN	PO 21229 REIMBURSE FOR BOOTS	145.00	145.00
2359 - KATHLEEN CASSIDY	PO 21223 NOTARY REIMBURSEMENT	45.00	45.00
1499 - KEVIN E KENNEDY, ESQ	PO 21179 PB - MEETING FILE JULY	500.00	
	PO 21180 PB Legal - General Services	555.00	1,055.00
2305 - LANGUAGE LINE SERVICE	PO 21193 MONMOUTH BEACH COURT	136.00	136.00
1814 - LEAF	PO 21206 COPIERS	223.01	223.01
2352 - LESLIE, JAMES A SR & LINDA C	PO 21032 REFUND OVERPAYMENT	638.36	638.36
2205 - MICHAEL THULEN	PO 21160 ASFFM MEMBERSHIP REIMBURSEMENT - THULEN	180.00	180.00
2349 - MIDDLESEX COUNTY FIRE ACADEMY	PO 20862 TRAINING CLASS- FIRE	289.00	289.00
1215 - MONMOUTH COUNTY ASSESSORS	PO 19648 MEMBERSHIP DUES 2025 - JOHN BUTOW	150.00	150.00
1220 - MONMOUTH COUNTY PUBLIC WORKS	PO 21106 FIRE DEPT GASOLINE -JULY 2025	240.13	
	PO 21107 FIRST AID GASOLINE - JULY 2025	350.42	
	PO 21108 OEM GASOLINE - JULY 2025	249.20	
	PO 21109 DPW - GASOLINE - JULY 2025	1,574.00	
	PO 21110 POLICE GASOLINE - JULY 2025	2,987.59	5,401.34
1538 - MONMOUTH COUNTY TREASURER	PO 20826 BULK PICK UP - JULY	180.69	
	PO 20826 BULK PICK UP - JULY	1,428.53	1,609.22
1233 - MONMOUTH MUNICIPAL JUDGES	PO 21219 ANNUAL DUES FOR MUNICIPALITY FOR 2025- M	200.00	200.00
1655 - NEW JERSEY FIRE EQUIPMENT	PO 20720 THERMAL FIRE SENSOR	2,398.00	2,398.00
1245 - NJ AMERICAN WATER CO	PO 21119 380 PORT AU PECK 2 - 8/12/25-9/11/25	23.86	
	PO 21120 FIRE - 8/12/25-9/11/25	277.40	
	PO 21121 MUNICIPAL COMPLEX #2 - 8/12/25-9/11/25	221.99	
	PO 21122 910-930 OCEANPORT WAY IRRG 8/12/25-9/11/	126.89	
	PO 21123 24 PORT AU PECK - 8/12/25-9/11/25	191.07	
	PO 21124 MUNICIPAL COMPLEX #1 - 8/12/25-9/11/25	428.06	

List of Bills - (All Funds)

Vendor	Description	Payment	Check Total
	PO 21125 CHARLES PARK -8/12/25-9/11/25	116.60	
	PO 21126 HYDRANT SERVICE 7/24/25-8/22/25	9,834.98	11,220.85
1245 - NJ AMERICAN WATER CO	PO 21127 PORT AU PECK FIRE HOUSE - 8/12/25-9/11/25	272.61	
	PO 21128 BLACKBERRY BAY -8/12/25-9/11/25	90.56	363.17
1245 - NJ AMERICAN WATER CO	PO 21129 OLD WHARF #1 -8/12/25-9/11/25	221.99	
	PO 21130 OLD WHARF #2- 8/12/25-9/11/25	23.86	
	PO 21131 OLD WHARF - 8/12/25-9/11/25	131.77	
	PO 21132 LIBRARY -8/12/25-9/11/25	44.47	422.09
1251 - NJ NATURAL GAS CO	PO 21196 433 MYRTLE -8/13/25-9/12/25	115.10	
	PO 21197 315 E. MAIN - 8/13/25-9/12/25	62.35	
	PO 21198 FAS UTILITIES - 8/13/25-9/12/25	109.09	
	PO 21199 21 MAIN -8/13/25-9/12/25	85.49	
	PO 21205 920 OCEANPORT WAY - 8/12/25-9/11/25	55.00	427.03
1261 - OCEANPORT BOARD OF EDUCATION	PO 21186 OCTOBER 2025 TAX REMITTANCE & DEBT SERVI	987,033.42	987,033.42
1520 - PASHMAN STEIN WALDER HAYDEN, PC	PO 21213 GENERAL LEGAL -AUGUST 2025	6,721.00	6,721.00
1315 - SEABOARD WELDING SUPPLY, INC.	PO 21038 MONTHLY RENTAL CYLINDER OXYGEN, ARGON	43.75	43.75
1320 - SHORE BUSINESS SOLUTIONS, INC	PO 21212 CONTRACT USAGE- COURT	6.02	6.02
1323 - SHORE REGIONAL HIGH SCHOOL	PO 21187 OCTOBER 2025 TAX OP	327,440.00	327,440.00
1348 - THE HOME DEPOT	PO 21170 SUPPLIES	210.44	
	PO 21172 SUPPLIES	275.84	486.28
1580 - THE TWO RIVER TIMES	PO 21089 NOTICE ADS #24781 #24782	21.39	
	PO 21161 NOTICE ADS #24788 #24789 #24790	39.68	61.07
1362 - TREASURER: STATE OF NJ	PO 21094 RECYCLING COMPLIANCE MONITORING FEE	1,015.00	1,015.00
2061 - UGI ENERGY SERVICES, LLC	PO 21200 FAS UTILITIES - 7/16/25-8/13/25	25.51	
	PO 21201 DPW -7/16/25-8/13/25	29.98	
	PO 21202 HOOK & LADDER -7/16/25-8/13/25	3.82	59.31
1384 - V.E. RALPH, INC	PO 21059 SUPPLIES	82.80	82.80
2360 - VALERI GRIGORIAN	PO 21222 NOTARY REIMBURSEMENT	45.00	45.00
1387 - VERIZON	PO 21096 LIBRARY PHONE - 9/1/25-9/30/25	265.71	
	PO 21182 OLD WHARF HOUSE FIRE MONITORING -9/8/25-	117.86	
	PO 21234 910 OCEANPORT WAY FIRE MONITORING -9/12/	177.21	
	PO 21237 910 OCEANPORT WAY INTERNET - 9/13/25-10/	168.19	728.97
1558 - Verizon Wireless	PO 21097 FIRE WIRELESS -8/2/25-9/1/25	120.11	120.11
1388 - VERIZON WIRELESS	PO 21099 DPW - 8/2/25-9/1/25	78.35	
	PO 21100 FIRE BUREAU WIRELESS - 8/2/25-9/1/25	46.63	124.98
1559 - Verizon Wireless	PO 21101 WIRELESS - 8/2/25-9/1/25	179.30	179.30
1389 - VERIZON WIRELESS (OEM)	PO 21105 OEM WIRELESS - 8/2/25-9/1/25	40.01	40.01
Capital Fund			
2040 - MECO, INC	PO 21235 OLD WHARF PARKING LOT	12,548.68	12,548.68
DOG TRUST FUND			
1367 - TREASURER:STATE OF NJ HEALTH	PO 21171 DOG REPORT	1.20	1.20
OPEN SPACE TRUST			
2045 - BIRDS BEWARE, INC	PO 21024 GEESE CONTROL SEPTEMBER 2025	1,500.00	1,500.00
1809 - CELTIC CONCEPTS, INC	PO 21030 REPAIRS AT BLACKBERRY BAY PARK	95.00	95.00
2302 - DAVID ZUIDEMA INC.	PO 21028 EXTRA CLEANINGS OF PORTABLE TOILETS MARI	1,015.00	
	PO 21050 EXTRA PORTABLE TOILETS AT MARIA GATTA	475.00	1,490.00
1245 - NJ AMERICAN WATER CO	PO 20364 IRRIGATION SERVICES	2,850.00	2,850.00
1485 - NJ GRAVEL AND SAND CO.	PO 21027 MATERIAL	364.45	
	PO 21084 MATERIAL	370.00	734.45
2346 - R BROTHERS CONCRETE LLC	PO 20772 POUR & FORM CONCRETE PADS AT BLACKBERRY	1,800.00	1,800.00
2335 - RAPID PUMP & METER SERVICE COMPANY LLC	PO 20339 REPLACE THE WELL METER AT BLACKBERRY BAY	3,710.00	3,710.00
1348 - THE HOME DEPOT	PO 21174 SUPPLIES	322.62	322.62
1388 - VERIZON WIRELESS	PO 21098 BBB & OLD WHARF -8/2/25-9/1/25	78.02	78.02
UCC Trust			
1814 - LEAF	PO 21206 COPIERS	223.00	223.00
1559 - Verizon Wireless	PO 21101 WIRELESS - 8/2/25-9/1/25	253.18	253.18
OTHER TRUST			
2002 - DEPTCOR	PO 20619 PARK BENCH (ADOPT A BENCH- SOSNOWSKI)	644.00	644.00

List of Bills - (All Funds)

Vendor	Description	Payment	Check Total
1284 - POWERHOUSE SIGNWORKS	PO 20716 HISTORICAL COMMITTEE BANNERS	2,265.00	2,265.00
2159 - ROSANNE LETSON	PO 21074 REIMBURSEMENT - ORNAMENTS	1,852.50	1,852.50
1576 - SKIP'S SPORTS	PO 20926 OP HISORICAL SHIRTS	775.00	775.00
DEVELOPERS ESCROW TRUST			
1720 - CGP&H	PO 21012 ADM AGENT FOR AFFORDAGLE HOUSING - JUNE	240.00	240.00
1807 - COLLIERS ENGINEERING & DESIGN	PO 19855 PB Engineering -196 MONMOUTH BLVD	1,350.00	
	PO 20583 PB Engineering 196 MONMOUTH BLVD	142.50	
	PO 20691 PLOT PLAN REVIEW - CATALOG #7764520001	125.00	
	PO 20909 PB Engineering 196 MONMOUTH BLVD	47.50	1,665.00
1499 - KEVIN E KENNEDY, ESQ	PO 20434 PB LEGAL - SALNICK	600.00	
	PO 21176 PB Legal - FMBC	1,185.00	
	PO 21178 PB LEGAL- NETFLIX	300.00	2,085.00
TOTAL			1,524,739.32

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-101-01-000-011	CASH OPERATING			0.00	1,426,267.98
01-201-20-100-200	ADMINISTRATIVE & EXECUTIVE OE	726.37			
01-201-20-120-200	MUNICIPAL CLERK OE	458.94			
01-201-20-130-200	FINANCIAL ADMINISTRATION OE	161.16			
01-201-20-150-200	ASSESSMENT OF TAXES OE	150.00			
01-201-20-155-200	LEGAL SERVICES OE	6,721.00			
01-201-21-180-200	PLANNING BOARD OE	1,055.00			
01-201-23-210-200-1	GENERAL LIABILITY	11,465.00			
01-201-25-240-200	POLICE OE	4,119.65			
01-201-25-252-200	EMERGENCY MANAGEMENT OE	40.01			
01-201-25-255-200	FIRE HYDRANT SERVICE OE	9,834.98			
01-201-25-260-200	FIRST AID ORGANIZATION OE	313.10			
01-201-25-260-205	VEHICLE MAINTENANCE	674.96			
01-201-25-265-200	FIRE DEPARTMENT OE	409.11			
01-201-25-265-209	REPAIRS & MAINTENANCE	1,130.49			
01-201-25-265-400	FIRE BUREAU OE	46.63			
01-201-26-300-200	STREETS & ROADS OTHER EXPENSES	3,843.75			
01-201-26-300-271	REPAIRS	18,275.15			
01-201-26-300-281	UNIFORM	145.00			
01-201-26-310-200	PUBLIC BUILDINGS & GROUNDS OE	1,800.20			
01-201-26-310-252	REPAIRS & EQUIPMENT	6,434.35			
01-201-27-335-300	WATER WATCH COMMITTEE-OTHER	409.00			
01-201-31-430-201	ELECTRICITY	13,176.80			
01-201-31-430-203	TELEPHONE/INTERNET	869.92			
01-201-31-430-204	WATER/SEWER	2,171.13			
01-201-31-430-205	NATURAL GAS	351.74			
01-201-31-430-207	STREET LIGHTING	1,168.60			
01-201-31-430-208	GASOLINE & OIL	5,401.34			
01-201-31-465-200	SANITATION DUMPING FEES	1,428.53			
01-201-42-150-201	Monmouth Beach Court	336.00			
01-201-43-490-200	MUNICIPAL COURT OE	378.29			
01-203-25-260-200	(2024) FIRST AID ORGANIZATION OE		160.00		
01-204-55-000	Accounts Payable			17,500.00	
01-205-55-000-004	TAX OVERPAYMENTS			638.36	
01-206-55-000-046	REGIONAL SCHOOL TAX			327,440.00	
01-207-55-000-045	LOCAL SCHOOL TAX			987,033.42	
TOTALS FOR	Current Fund	93,496.20	160.00	1,332,611.78	1,426,267.98

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
02-160-05-000-001	DUE TO/FROM CURRENT FUND			0.00	63,338.69
02-213-40-700-005	NJAM VOL FIREFIGHTER			2,398.00	
02-213-40-700-025	CLEAN COMMUNITIES			180.69	
02-213-40-700-073	FMERA MOU - 800 AREA BUILDINGS			50,760.00	
TOTALS FOR	FEDERAL AND STATE GRANTS	0.00	0.00	63,338.69	63,338.69
04-101-01-100-011	CAPITAL CASH - TD			0.00	12,548.68
04-215-55-993-A00	2022 ROAD PROGRAM - ORD #1053			12,548.68	
TOTALS FOR	Capital Fund	0.00	0.00	12,548.68	12,548.68
05-101-00-100-011	CASH - TD			0.00	1.20
05-161-00-500-040	DUE TO STATE OF NJ			1.20	
TOTALS FOR	DOG TRUST FUND	0.00	0.00	1.20	1.20
06-101-01-100-011	OPEN SPACE CASH - TD			0.00	12,580.09
06-270-00-500-020	RESERVE FOR OPEN SPACE			12,580.09	
TOTALS FOR	OPEN SPACE TRUST	0.00	0.00	12,580.09	12,580.09
18-101-01-100-101	CASH UCC TRUST			0.00	476.18
18-270-55-600	RESERVE FOR UCC TRUST			476.18	
TOTALS FOR	UCC Trust	0.00	0.00	476.18	476.18
60-101-01-100-101	CASH-OTHER TRUST - TD			0.00	5,536.50
60-270-55-600-106	RES. FOR MEMORIAL BENCHES			644.00	
60-270-55-600-135	RES. FOR HISTORICAL COMMITTEE			4,892.50	
TOTALS FOR	OTHER TRUST	0.00	0.00	5,536.50	5,536.50
61-101-01-100-101	CASH-DEV. ESCROW/TD			0.00	3,990.00
61-270-55-600-205	RES. FOR DEV. ESCROW			3,990.00	
TOTALS FOR	DEVELOPERS ESCROW TRUST	0.00	0.00	3,990.00	3,990.00

Total to be paid from Fund 01 Current Fund	1,426,267.98
Total to be paid from Fund 02 FEDERAL AND STATE GRANTS	63,338.69
Total to be paid from Fund 04 Capital Fund	12,548.68
Total to be paid from Fund 05 DOG TRUST FUND	1.20
Total to be paid from Fund 06 OPEN SPACE TRUST	12,580.09
Total to be paid from Fund 18 UCC Trust	476.18
Total to be paid from Fund 60 OTHER TRUST	5,536.50
Total to be paid from Fund 61 DEVELOPERS ESCROW TRUST	3,990.00
	1,524,739.32

Pending Payments (*Not Finalized*)

All Funds

Month of September

From 09/01/2025 to 09/30/2025 With a Line Amount > 10000.00

Date	ENTRY	ACCOUNT	PO	Check #	VENDOR/DESCRIPTION	DEBIT	CREDIT	CR ACCOUNT
09/24/2025	67375	01-201-26-300-271-1	20958	LABOR		5,360.00		
						5,360.00	-	
09/24/2025	67376	01-201-26-300-271-1	20958	PARTS		11,531.76		
						11,531.76	-	
09/24/2025	67378	01-201-26-300-271-1	20958	MISC		105.00		
						105.00	-	
09/24/2025	20958		20958	ALLEGIANCE TRUCKS, LLC			16,996.76	01-101-01-000-011
						-	16,996.76	
09/24/2025	15408		15408	DEPTCOR			17,500.00	01-101-01-000-011
						-	17,500.00	
09/24/2025	44772	01-204-55-000	15408	DPW SHED		17,500.00		
						17,500.00	-	
09/24/2025	68238	01-201-23-210-200-13	21091	315 E MAIN ST		11,465.00		
						11,465.00	-	
09/24/2025	21091		21091	HARTFORD FIRE INSURANCE COMPANY			11,465.00	01-101-01-000-011
						-	11,465.00	
09/24/2025	68270	01-207-55-000-045	21186	OCTOBER 2025 TAX REMITTANCE		987,033.42		
						987,033.42	-	
09/24/2025	21186		21186	OCEANPORT BOARD OF EDUCATION			987,033.42	01-101-01-000-011
						-	987,033.42	
09/24/2025	68269	01-206-55-000-046	21187	OCTOBER 2025 TAX REMITTANCE		327,440.00		
						327,440.00	-	
09/24/2025	21187		21187	SHORE REGIONAL HIGH SCHOOL			327,440.00	01-101-01-000-011
						-	327,440.00	
09/25/2025	68682	02-213-40-700-073	21195	PARTIAL PAYMENT CERT NO. 3		60,760.00		
						60,760.00	-	
09/25/2025	21195		21195	FRANK GALBRAITH & SON EXCAVATION & DEMOLITION			60,760.00	02-160-05-000-001
						-	60,760.00	
09/25/2025	68685	04-215-55-993-A01	21235	MECO CERTIFICATION - PARTIAL PAYMENT CERT NO. 4		12,548.68		
						12,548.68	-	
09/25/2025	21235		21235	MECO, INC			12,548.68	04-101-01-100-011
						-	12,548.68	
						1,433,743.86	1,433,743.86	

September Totals

Totals by Account for September

ACCOUNT	ACCOUNT TITLE	LY		
		BUDGET	CY BUDGET	NON BUDGET PENDING CR
01-101-01-000-011	CASH OPERATING			1,360,435.18
02-160-05-000-001	DUE TO/FROM CURRENT FUND			60,760.00
04-101-01-100-011	CAPITAL CASH - TD			12,548.68
01-201-23-210-200-13	FLOOD	11,465.00		
01-201-26-300-271-1	Contracted Services Vechiles/Heavy Equip	16,996.76		
01-204-55-000	Accounts Payable		17,500.00	
01-206-55-000-046	REGIONAL SCHOOL TAX		327,440.00	
01-207-55-000-045	LOCAL SCHOOL TAX		987,033.42	
02-213-40-700-073	FMERA MOU - 800 AREA BUILDINGS		60,760.00	
04-215-55-993-A01	2022 ROAD PROGRAM - ORD #1053		12,548.68	
Totals		28,461.76	1,405,282.10	1,433,743.86

Range Total

Totals by Account for Range

ACCOUNT	ACCOUNT TITLE	LY		
		BUDGET	CY BUDGET	NON BUDGET PENDING CR
01-101-01-000-011	CASH OPERATING			1,360,435.18
02-160-05-000-001	DUE TO/FROM CURRENT FUND			60,760.00
04-101-01-100-011	CAPITAL CASH - TD			12,548.68
01-201-23-210-200-13	FLOOD	11,465.00		
01-201-26-300-271-1	Contracted Services Vechiles/Heavy Equip	16,996.76		
01-204-55-000	Accounts Payable		17,500.00	
01-206-55-000-046	REGIONAL SCHOOL TAX		327,440.00	
01-207-55-000-045	LOCAL SCHOOL TAX		987,033.42	
02-213-40-700-073	FMERA MOU - 800 AREA BUILDINGS		60,760.00	
04-215-55-993-A01	2022 ROAD PROGRAM - ORD #1053		12,548.68	
Totals		28,461.76	1,405,282.10	1,433,743.86

**RESOLUTION OF THE BOROUGH OF OCEANPORT APPROVING KATELYN BIERNACKI FOR
OCEANPORT FIRST AID MEMBERSHIP**

Resolution #2025-259

10/02/2025

WHEREAS, Katelyn Biernacki, Oceanport, NJ, 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 Katelyn Biernacki is hereby approved.

Motion:

Second:

ROLL CALL	YES	NO	ABSTAIN	ABSENT
Deerin	()	()	()	()
Gallo	()	()	()	()
Keeshen	()	()	()	()
Manna	()	()	()	()
O'Brien	()	()	()	()
Cooper	()	()	()	()
Tvrdik	()	()	()	()

I certify this to be a true copy of Resolution #2025- 259 approved by the Oceanport Borough Council at the Regular Meeting held October 2, 2025

STEPHANIE KRAMER
ACTING BOROUGH CLERK

BOROUGH OF OCEANPORT

Gary J. Grimes
Chief of Police

Michael S. Chenoweth
Captain



POLICE DEPARTMENT

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

732.222.6300

Main

732.222.6301 ext 1015

Records

732.222.0945

Fax

Thursday, September 18, 2025

To: Jonathan Ryan, Oceanport First Aid
Donna Phelps, Oceanport Borough Administrator

Reference: Katelyn Biernacki, First Aid Applicant

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:

X

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 black ink, appearing to read "Gary J. Grimes".

Gary J. Grimes
Chief of Police

Cc: file copy

**RESOLUTION OF THE BOROUGH OF OCEANPORT
AUTHORIZING THE APPROVAL AND ISSUING OF “NEW” LIQUOR LICENSES FOR 2024-
2025 AND 2025-2026 TO PARKERS CREEK LLC HAVING MET ALL STATE AND BOROUGH
REQUIREMENTS AND HAVING PAID ALL APPROPRIATE FEES**

**Resolution# 2025-260
10/2/25**

WHEREAS, applications for issuing a “new” Liquor Licenses for the years 2024-2025 and 2025-2026 have been submitted; and

WHEREAS, complete 12-page applications have been filed and submitted to the State of New Jersey as directed by the Division of Alcoholic Beverage Control; and,

WHEREAS, the Division of Alcoholic Beverage Control has promulgated an Order Granting Relief (attached hereto) allowing for the issuance of a “new license” to Parkers Creek LLC for the terms of 2024-2025 and 2025-2026; and

WHEREAS the Municipal Fees have been paid and a Tax Clearance Certificates has been received for the below listed licensee[s],

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of the Oceanport that the following licensees be granted a “new license” for the year commencing July 1, 2024, and expiring June 30, 2025 and year commencing July 1, 2025, and expiring June 30, 2025

LICENSE NAME/TRADE NAME	LICENSE #	FEE PAID	TYPE
Parker's Creek LLC Allison Hall Parcel Buildings 1200 and 1250	1338-33-010-002	\$5,000.00	Plenary Retail Consumption

Be It Further Resolved that the Municipal Clerk is authorized to issue 2024-2025 and 2025-2026 liquor licenses to the above-named.

Motion:

Second:

ROLL CALL	YES	NO	ABSTAIN	ABSENT
Deerin	()	()	()	()
Gallo	()	()	()	()
Keeshen	()	()	()	()
Manna	()	()	()	()
O'Brien	()	()	()	()
Cooper	()	()	()	()
Tvrdik	()	()	()	()

I certify this to be a true copy of Resolution #2025-260 approved by the Oceanport Borough Council at the Regular Meeting held October 2, 2025

STEPHANIE KRAMER
ACTING BOROUGH CLERK

STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF ALCOHOLIC BEVERAGE CONTROL

LIC. NO. 1338-33-010-002
DOCKET NO. 06-25-43, 08-25-59
JOB NO. 791828, 802865

IN THE MATTER OF THE APPLICATION)
TO PERMIT THE ISSUANCE OF A NEW)
LICENSE UPON FAILURE TO TIMELY)
RENEW PURSUANT TO N.J.S.A. 33:1-12.18)
FOR THE 2024-2025 AND 2025-2026)
LICENSE TERMS)
)
)
PARKERS CREEK, LLC)

ORDER GRANTING RELIEF

Michael Halfacre, Attorney for Licensee

BY THE INTERIM DIRECTOR:

License renewal applications must be filed prior to the commencement of a new license term or not later than thirty days after the commencement thereof. See N.J.S.A. 33:1-12.13. When timely renewal is not filed, a licensee may petition for the issuance of a “new license” pursuant to N.J.S.A. 33:1-12.18 (“12.18 relief”). The renewal application must be filed, and the municipal and State renewal fees paid, within one year of the year following expiration of the license. The verified petition and filing fee in support of 12.18 relief must also be filed within one year of the year following expiration of the license. Thereafter, the Director of the Division of Alcoholic Beverage Control (the “Division” or “ABC”) may authorize the issuance of a “new license,” if she determines that the applicant’s failure to timely apply was due to circumstances beyond his or her control or other extraordinary circumstances.

I. Factual Background.

Parkers Creek, LLC ("licensee") is the holder of Plenary Retail Consumption License No. 1338-33-010-002. The licensee has held this license, issued by the Borough of Oceanport, since January 2023. The license has been inactive since December 2022¹.

For the 2024-2025 license term, the licensee filed the municipal fee on June 23, 2025. The licensee filed the renewal application and paid the State fee on September 4, 2025. Because the licensee filed the renewal application, State fee and municipal fee after July 30, 2024, the licensee needs 12.18 relief for the 2024-2025 license term. The licensee's petition seeking relief for the 2024-2025 license term and petition fee were received by the Division on June 23, 2025. The filing deadline to petition for 12.18 relief was no later than July 30, 2025. Petitioner failed to file the renewal application, pay the State fee and pay the municipal fee within the statutory timeframe, and thus must demonstrate substantial compliance, as described below, to obtain relief for this term. See Cardinale v. Bd. of Trustees, 458 N.J. Super. 260, 273 (App. Div. 2019) ("When dealing with the public, government must 'turn square corners' ... and act fairly and 'with compunction and integrity.'").

For the 2025-2026 license term, the licensee filed the municipal fee on June 11, 2025. The licensee filed the renewal application and paid the State fee on September 4, 2025. Because the licensee filed the renewal application and State fee after July 30, 2025, the licensee needs 12.18 relief for the 2025-2026 license term. The licensee's petition seeking relief for the 2025-2026 license term and petition fee were received by the Division on August 5, 2025. The filing deadline to petition for 12.18 relief is no later than July 30, 2026. Petitioner met the deadline to renew and petition and thus, must only demonstrate that

¹ In liquor license parlance, an "inactive" license is a license that is not being actively used, but is sited at a physical premise.

failure to timely renew was due to circumstances beyond his or her control or other extraordinary circumstances.

The licensee states in the petition that the license was newly issued and the 2024-2025 license term was the first term for which a renewal needed to be filed. The licensee states that it has a Posse account, but for whatever reason the license was not affiliated/linked with the account. Therefore, the licensee did not receive any notices regarding renewal. The licensee further states that it was pursuing a place-to-place expansion and was in communication with the Borough, but was not advised about the renewal process.

The Division notes that the Borough of Oceanport supports the granting of the licensee's requested relief. Additionally, the licensee has no history of any ABC enforcement violations.

II. Legal Analysis.

In accordance with N.J.S.A. 33:1-12.18, the Director may authorize a municipal issuing authority to issue a "new" license if she determines that the licensee's failure to timely renew was due to circumstances beyond his or her control or other extraordinary circumstances. In cases, such as here, where the licensee fails to file the 12.18 petition and filing fee within **one year** following expiration of the license (July 30, 2024 for the 2024-2025 license term and July 30, 2025 for the 2025-2026 license term), the Director is not authorized to issue a "new license" pursuant to N.J.S.A. 33:1-12.18, unless the petitioner demonstrates "substantial compliance." In re Application of Virgo's, Inc., 355 N.J. Super. 590 (App. Div. 2002).

In Cavallaro v. Division of ABC, 351 N.J. Super. 33, 42-43 (App. Div. 2002), the court held that the statutory filing deadline in N.J.S.A. 33:1-12.18 is mandatory and that the Director lacks the authority to grant relief if a renewal application is filed after that date. However, the court left open the question of whether the Director has the authority to find "substantial

compliance” in cases where a petitioner files an application within the statutory timeframes, but such filing was improperly done. *Id.* at 43, citing In re Ronnie Trent Enterprises, A.B.C. Bull. 2296, Item 2 (May 2, 1978). “The substantial compliance” doctrine applies where there is: (1) a lack of prejudice to the opposing party; (2) a series of steps taken to comply with the statute involved; (3) general compliance with the purpose of the statute; (4) reasonable notice of the party’s claim; and (5) a reasonable explanation of why there was not strict compliance with the statute. In re Application of Virgo’s, 355 N.J. Super. at 595.

In In re Application of Virgo’s, the court answered the question left open in Cavallaro. Specifically, the court held that the Director

cannot alter the specific dates on which an application for renewal is due, but *can determine in fairness whether to accept a timely application, even though the application may be technically deficient.* [In re Application of Virgo’s, 355 N.J. Super. at 596-597.] [Emphasis added.]

—This approach is consistent with the former Director’s long-standing interpretation in CJ 121, Inc. v. Newark Board of Alcoholic Beverage Control, 95 N.J.A.R. 2d (ABC) 100 (1994), in which he recognized that:

[t]he only way to avoid [the] jurisdictional prohibition is if the licensee can show that it in some way *constructively complied with the filing deadline by making an actual attempt to file, or that it relied on information obtained from the municipality or the State Division of Alcoholic Beverage Control indicating that it was unnecessary for him to file.* [See, IMO Ronnie Trent Enterprises, A.B.C. Bull. 2296 at Item 2]. [Emphasis added.]

In light of the foregoing case law, the Director has the authority to determine “substantial compliance” with the license renewal provisions of the alcoholic beverage laws under certain circumstances. See In Re Application of Virgo’s, 355 N.J. Super. at 596-597.

In making a determination that a licensee has “substantially complied” with N.J.S.A. 33:1-12.18, the Director is guided by the foregoing case law and principles of fairness and

equity. See Circus Liquors, Inc. v. Middletown Township, 199 N.J. 1, 13 (2009) (“We are convinced that the Legislature meant for the Director to have ample implied authority to deal fairly with parties when executing his extensive authority over alcoholic beverage licenses.”).

For the 2024-2025 license term, the licensee failed to timely file the renewal application, State fee, municipal fee and 12.18 petition. However, the licensee has demonstrated that it took a series of steps to renew the license for this term as it filed the municipal fee and 12.18 petition prior to the one-year deadline. The licensee has provided a reasonable explanation as to why it did not strictly comply with the renewal timeframes and has demonstrated that it made actual attempts to file the renewal within the statutory timeframe See, IMO Ronnie Trent Enterprises, A.B.C. Bull. 2296 at Item 2.

For the 2025-2026 license term, the licensee failed to timely file the renewal application, State fee and 12.18 petition. However, the licensee has demonstrated that it took a series of steps to renew the license for this term as it timely filed the municipal fee. Further, it filed the renewal application, State fee and 12.18 petition prior to the one-year deadline. The licensee has demonstrated that its failure to renew was due to circumstances beyond its control.

Applying the doctrine of substantial compliance and equitable principles, the Division will GRANT the 12.18 relief sought in the Petition for the 2024-2025 license term on the grounds that: (1) there is no prejudice to any opposing party; 2) the licensee made an “actual attempt” to renew the license by filing the municipal fee and 12.18 petition within the one-year statutory time frame, (3) the licensee began the renewal process and attempted to comply with the underlying purpose of the statute; (4) there was reasonable notice of the licensee’s claim; and (5) the licensee offered a reasonable explanation of why there was not strict compliance with the statute. Based on these factors and the reasons provided by the

licensee, the Director will exercise her broad discretion under Title 33 and will grant the extraordinary relief for the 2024-2025 license term.

For the 2025-2026 license term, the licensee timely filed the municipal fee. The licensee filed the renewal application, State fee and 12.18 petition within the one-year timeframe. For the reasons set forth above, the Division will GRANT the 12.18 relief sought in the Petition for this term as the licensee has demonstrated that its failure to renew was due to circumstances beyond its control.

Lastly, it should be noted that the license is inactive, which prior to August 1, 2024, would require relief under N.J.S.A. 33:1-12.39. The State Legislature, however, has amended this statute so that, effective August 1, 2024, the Director can no longer grant relief pursuant to the statute ("12.39 relief") and the Division lacks jurisdiction to allow the license to remain inactive. See P.L. 2023, c. 290; see also AO-2024-03. The Division strongly encourages the Borough of Oceanport to seek legal advice as to its discretion with respect to 12.39 relief that it may grant to licensees.

Accordingly, it is on this 19th day of September 2025

ORDERED that the petition of Parkers Creek, LLC holder of Plenary Retail Consumption License No. 1338-33-010-002, requesting relief pursuant to N.J.S.A. 33:1-12.18 for the 2024-2025 and 2025-2026 license terms is GRANTED; and it is further

ORDERED that, as the applications for the 2024-2025 and 2025-2026 license terms will be considered applications for "new" licenses, the licensee is required to file a 12-page application for the 2024-2025 and 2025-2026 license terms and publish for each term in accordance with N.J.A.C. 13:2-2.5; and it is further

ORDERED that the Borough of Oceanport may consider the applications for new licenses and grant or deny these applications in a reasonable exercise of its discretion; and it

is further

ORDERED that the Borough of Oceanport may consider exercising its discretion under N.J.S.A.33:1-12.39 to renew the license for an additional year; and it is further

ORDERED that the approval granted herein is based upon the specific facts alleged in this ex parte proceeding, and therefore, is subject to further review and modification should the factual circumstances warrant.



KIRSTIN L. KRUEGER
INTERIM DIRECTOR

**RESOLUTION OF THE BOROUGH OF OCEANPORT
COUNTY OF MONMOUTH, STATE OF NEW JERSEY
AUTHORIZING A MEMORANDUM OF UNDERSTANDING BETWEEN FMERA AND THE BOROUGH OF
OCEANPORT FOR FUNDING, OVERSIGHT OF THE BID AND CONSTRUCTION PROCESS TO COMPLETE THE
NICODEMUS AVENUE ROADWAY CONSTRUCTION AND REALIGNMENT PROJECT**

**Resolution #2025-261
10/2/2025**

WHEREAS, the Fort Monmouth Economic Revitalization Authority (FMERA) has need for engineering services for the funding, oversight of the bid and construction process to complete the Nicodemus Avenue Roadway Construction and Realignment Project; and

WHEREAS, the Borough of Oceanport will provide for the engineering and related services for this project through a Memorandum of Understanding (MOU) with FMERA, subject to approval of the Attorney General's Office and attached hereto.

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of Oceanport authorizes the Mayor and Clerk to sign and effectuate said MOU for engineering services related to the funding, oversight of the bid and construction process to complete the Nicodemus Avenue Roadway Construction and Realignment Project, to support FMERA's redevelopment with the approval and signature by FMERA.

BE IT FURTHER RESOLVED that the Borough Clerk forward a certified copy of this resolution along with the executed MOU to FMERA's Executive Director for approval and execution.

Motion:

Second:

ROLL CALL	YES	NO	ABSTAIN	ABSENT
Deerin	()	()	()	()
Gallo	()	()	()	()
Keeshen	()	()	()	()
Manna	()	()	()	()
O'Brien	()	()	()	()
Cooper	()	()	()	()
Tvrdik	()	()	()	()

I certify this to be a true copy of Resolution #2025-261
approved by the Oceanport Borough Council at the
Regular Meeting held October 2, 2025

STEPHANIE KRAMER
ACTING BOROUGH CLERK

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) dated the ____ day of _____, 2025, will confirm the mutual understanding and intention between the Fort Monmouth Economic Revitalization Authority (“FMERA”) and the Borough of Oceanport (the “Borough”) regarding the Project (as defined below), including the funding, for oversight of the bid and construction process to complete the Nicodemus Avenue Roadway Construction and Realignment Project, as defined below, and for the transfer of the portion of Nicodemus Avenue located within the Borough of Oceanport to the Borough. FMERA and the Borough are collectively referred to herein as the “Parties.”

WHEREAS, FMERA and the Borough have identified the intersection between Avenue of Memories and Nicodemus Avenue as requiring certain improvements to facilitate vehicular safety including the realignment and additional improvement to municipal standards to the roadway in order to dedicate the roadway to Oceanport to support redevelopment of the Main Post; and

WHEREAS, the Borough has procured, in accordance with all applicable law, the services of Colliers (“Colliers”) for the calendar year 2025;

WHEREAS, on September 15, 2025, FMERA received estimated costs, designs, and specifications for the necessary improvements to Nicodemus Avenue between the intersection with Avenue of Memories and the municipal boundary with Eatontown known as the Project Site, as defined below; and

WHEREAS, upon completion of all necessary improvements, FMERA shall convey, and the Borough of Oceanport shall agree to accept ownership of the FMERA-owned portion of Nicodemus Avenue located within Oceanport and all related stormwater infrastructure therein provided that the roadways are improved to municipal standards. The work provided herein is intended to further facilitate the redevelopment and improvement of roadway circulation in Oceanport and through the former Fort Monmouth area.

NOW THEREFORE, the Parties enter into this Memorandum of Understanding to reflect the mutual understanding of the Parties relative to the Project, as defined below.

1. **Project Site:** The Project Site will consist of an area within or around the former Fort Monmouth Main Post as further defined below and as depicted in **Exhibit A**.
2. **The Project**
 - a. The "Project" consists of the retention of the Borough’s Engineer, Colliers, for the oversight of the bid process on behalf of the Borough to complete necessary improvements to Nicodemus Avenue and the associated stormwater infrastructure which is more fully described in the Project Scope of Work attached to this MOU as **Exhibit A and B**. The Project also consists of the realignment and construction of the Nicodemus roadway and

intersection. Colliers shall conduct a public bidding process on behalf of the Borough for construction services. All bids shall be consistent with the Plans prepared by Colliers, attached hereto as **Exhibit A and B**. Starting a month after selection of the bidder, Colliers shall prepare and submit monthly summary reporting the status of the Project. The goal of this Project is to facilitate a competitive bidding process for the selection of a qualified contractor to commence and successfully complete the Project in the most cost-effective manner possible, with oversight from Colliers and then to dedicate the roadway to the Borough of Oceanport.

3. **FMERA's Role and Responsibilities:** FMERA will be responsible for performing the following tasks under this MOU:

- a. Pay the costs of the Project to the Borough, not to exceed Five Hundred and Twenty-Seven Thousand Two Hundred and Ninety Four (\$527,294.00) Dollars, collectively the "Project Funds," which is inclusive of costs for professional engineering, surveys, and construction observation services of approximately Four Hundred and Sixty One Thousand Seven Hundred and Ninety Four (\$461,794.00) Dollars, and attached hereto as **Exhibit C**, and the estimate for the construction of approximately Sixty-Five Thousand (\$65,500) Dollars and attached as **Exhibit D**.
- b. In consultation with Colliers, FMERA will review and approve the Plans as attached hereto, and any modification thereof, for public bidding in accordance with Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq).
- c. Grant to the Borough and its consultants and contractors a license to enter the Project Area as needed to perform the Project and as set forth below in section 8(c).
 - i. Any contract that the Borough enters into for the Project shall include provisions that the consultant or contractor will: (i) indemnify and hold FMERA and the Borough harmless against any and all claims related to or arising out of said consultant or contractor entering upon Fort Monmouth; and (ii) require the consultant/contractor to maintain adequate insurance coverage.
- d. Provide the Borough with a Notice to Proceed.
- f. FMERA hereby confirms to the Borough that FMERA is holding Five Hundred and Twenty-Seven Thousand Two Hundred and Ninety Four (\$527,294.00) Dollars (the "Project Funds") for the payment of Project costs and expenses.

- i. In the event the amounts due to the Borough's Engineer for the Project is expected to be greater than Project Funds, the Borough will notify FMERA before incurring any additional charges. Any increase in the cost beyond ten percent of the Project Funds is subject to FMERA's Board approval.

4. **The Borough's Role and Responsibilities:** The Borough will be responsible for the following tasks under this MOU:

- a. **Project Funds:** The Borough shall use Project Funds disbursed by FMERA to the Borough to pay the costs of the Borough's Engineer to complete the Project. The Borough shall not be required to utilize any of its own funds to pay costs or expenses of the Project.
- c. **Project Costs:** The Borough shall keep track of all costs associated with the Project and shall pay the costs incurred through the Project Funds.
- d. **Contractors and Consultants:** The Parties acknowledge that the Borough has retained Colliers through agreements and contracts to assist with the Project. In the event it becomes necessary or appropriate to replace Colliers, and to the extent allowable and consistent with applicable selection procedures, the Parties will jointly approve the selection of any replacement consultant or contractor prior to contract execution; including, but not limited to, having a FMERA representative as a member of the consultant/contractor selection committee. The Borough shall ensure that all contracts with consultants or contractors related to the Project are advertised, solicited, and selected in compliance with applicable procurement requirements. FMERA hereby authorizes the Borough to instruct Colliers to commence and complete the Project work under the terms stipulated in this agreement.
- e. **Indemnity:** Any and all consultants, contractors and subcontractors hired by the Borough who enters upon the Project Site shall: (i) indemnify and hold FMERA and the Borough harmless from any and all claims related to or arising from said consultant or contractor entering Fort Monmouth; and (ii) maintain adequate insurance coverage.
- f. **Project Deliverables:** The Borough shall direct Colliers, in consultation with FMERA, to review the public bids for compliance with the Local Public Contracts Law and recommend the Borough award the contract in accordance with the same. The Borough in consultation with Colliers shall provide FMERA with electronic copies of all documents provided by each of the bidders prior to the selection of a subcontractor, both in original software formats and PDF versions all of documents.

- i. **Construction Contract.** The Parties acknowledge that the Borough of Oceanport, will enter into a contract(s) with the lowest responsible bidder for the Project as required by the Local Public Contracts Law. Any and all contracts with consultants or contractors entered into by Colliers in connection with the Project shall be publicly advertised, solicited and selected by Colliers in accordance with the Local Public Contracts Law.
 - ii. All requests for bids will state that any award of the contract shall be subject to the availability of FMERA funds. No contract will be awarded unless and until FMERA has deposited all the Project Funds required to complete work at each Project Site(s) pursuant to Section 5 below.
 - iii. In the event the contract price for the Project should exceed the Project Cost, the Parties reserve the right to reject all bids as exceeding the estimate in accordance with the Local Public Contracts Law
- g. Roadway Acceptance. The Borough shall accept title to Nicodemus Avenue the Project Site upon completion of the Project via a deed of dedication in a substantially similar form to **Exhibit E**, attached hereto, at no additional cost to either Party.
- h. Project Schedule: The proposed Project Schedule provided by the selected bidder shall be consistent with Collier's project timeline, as further described within the attached Project.
- i. Project Completion: The Borough, through the consultants and contractors hired for the Project, shall cause the Project to be completed as quickly as reasonably possible, but in no event no later than one (1) year after execution of this MOU.
- j. Project Exceptions: FMERA shall notify the Borough in the event that any or all components of the Project and associated services are to be completed outside the scope of this MOU. Upon notification of FMERA utilizing an alternate means to complete the Project, the Borough shall incur no additional costs and return any unused monies under this agreement.
- k. Approvals: The Borough, utilizing its consultants and contractors, shall secure all necessary permits and approvals required for the successful completion of the Project and any work associated with the Project.
- l. Prevailing Wage Requirement: The Borough shall enter into contracts stipulating that each worker engaged in the Project shall receive compensation not less than the prevailing wage rate for their respective craft

or trade, as determined by the Commissioner of Labor and Workforce Development in accordance with N.J.S.A. 34:11-56.25.

- m. Compliance with Law: The Borough will oversee the work of its consultants and contractors to have work performed in a safe and professional manner and in accordance with any and all applicable rules, regulations, ordinances, statutes, laws and requirements of any governmental office having jurisdiction over the Project.
- n. Subcontractors: Colliers may utilize subcontractors to complete the Project in accordance with Section 6(c) below.

5. **Compensation and Payment**: FMERA shall furnish the Borough with a payment of \$527,294.00 Dollars for the Project, to be held in escrow and utilized as necessary to complete the Project. The funds shall be transferred upon the execution of this MOU. Should any funds remain in escrow upon the Project's completion, the Borough shall promptly return the balance to FMERA.

6. **Additional Provisions**

- a. Environmental Liability: The Parties expressly understand that this MOU, along with all subsequent and related agreements, shall not impose any obligation on the Borough to assume liability for any pre-existing environmental conditions at or on Fort Monmouth, whether known or unknown, prior to the initiation of the Project.
- b. Sufficient Funds: The Parties agree that this MOU shall not obligate or require the Borough to enter into or continue any agreement or contract for the Project, nor expend Borough personnel time or other administrative costs for the Project, unless sufficient funds are readily available to the Borough for expenses associated with the Project. The Borough reserves the right to terminate or discontinue any agreement, contract, or work related to the Project if it determines that sufficient funds are not readily available to cover the expenses incurred in connection with the Project.
- c. Right of Entry and License: Subject to the terms and conditions set forth in sub-paragraph 3(b) above, this MOU constitutes a license from FMERA to the Borough, its employees, officers, agents, consultants, contractors, and subcontractors for access to all portions of Fort Monmouth to carry out the Project. Any and all consultants, contractors and subcontractors hired by the Borough who enters upon the Project Site shall: (i) indemnify and hold FMERA and the Borough harmless from any and all claims related to or arising from said consultant or contractor entering Fort Monmouth; and (ii) maintain adequate insurance coverage.

- d. Other Approvals: Each Party will obtain all applicable governmental approvals, permits, and authorizations necessary to effectuate their respective responsibilities under this MOU.
- e. Commencement and Duration: This MOU will commence immediately upon execution by the Parties. Unless terminated earlier, this MOU shall remain in effect for two (2) years from the date and year first written above, and may be amended by a writing executed by the Parties.
- f. Amendments: This MOU may be amended in a writing executed by the Parties.
- g. Termination: Any Party shall have the right to terminate this MOU upon providing ten (10) days written notice to the other party. Upon termination, the Borough shall not accrue any additional expenses or administrative costs; however, the Borough may continue to use the Project Funds to cover any expenses or fees genuinely incurred in relation to the Project. The Borough shall return any unused funds to FMERA within thirty (30) days of termination.
- h. Transfer of Nicodemus Avenue: The Parties agree that upon completion of the Project, FMERA shall transfer Nicodemus Avenue to the Borough of Oceanport within (45) days via a deed of dedication in a substantially similar form to **Exhibit E**, attached hereto, at no additional cost to either Party.
- i. Notices: All notices required to be served or given hereunder shall be in writing and will be deemed given when received by personal delivery, by an overnight delivery service which issues a receipt from delivery, or three business days after having been mailed by certified mail, return receipt requested, and addressed as follows:

If to the Borough of Eatontown:

Borough of Oceanport
910 Oceanport Way
Oceanport, New Jersey 07757
Attention: Donna Phelps, Borough Administrator

If to FMERA: Fort Monmouth Economic Revitalization Authority

P.O. Box 267
Oceanport, New Jersey 07757
Attention: Kara Kopach, Executive Director

- i. Reasonable Diligence: Each of the Parties will act with reasonable diligence for the purpose of satisfying the conditions set forth herein. However, this MOU is not intended to create a binding agreement to begin or complete the Project unless and until: Project approvals are obtained, sufficient

funding is secured, and the Parties agree to proceed with the Project as provided for in this MOU.

- j. Titles and Headings: Titles and headings are included for convenience only and shall not be used to interpret the MOU.

The foregoing correctly reflects the Parties' understanding and intent.

IN WITNESS WHEREOF, the Parties have caused this Memorandum of Understanding to be duly executed and delivered as of the date and year first above written and by so executing, represent and warrant they have the authority to do so.

ATTEST

FORT MONMOUTH ECONOMIC
REVITALIZATION AUTHORITY

By: _____
Kara Kopach
Executive Director

ATTEST

BOROUGH OF EATONTOWN

By: _____
Donna Phelps
Borough Administrator

**RESOLUTION OF THE BOROUGH OF OCEANPORT
REQUESTING APPROVAL OF ITEMS OF REVENUE AND APPROPRIATION
AMENDING THE 2025 MUNICIPAL BUDGET PER NJSA 40A:4-87 FOR NICODEMUS AVENUE
ROADWAY CONSTRUCTION AND REALIGNMENT PROJECT**

**Resolution #2025-262
10/2/2025**

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 2025 in the sum of \$527,294 which item is now available as a revenue from Nicodemus Avenue Roadway Construction and Realignment Project and

BE IT FURTHER RESOLVED, that a like sum of \$527,294 be and the same is hereby appropriated under the caption of FMERA, Nicodemus Avenue Roadway Construction and Realignment Project

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

Motion:	Second:			
ROLL CALL	YES	NO	ABSTAIN	ABSENT
Deerin	()	()	()	()
Gallo	()	()	()	()
Keeshen	()	()	()	()
Manna	()	()	()	()
O'Brien	()	()	()	()
Cooper	()	()	()	()
Tvrdik	()	()	()	()

I certify this to be a true copy of Resolution #2025-262
approved by the Oceanport Borough Council at the
Regular Meeting held October 2, 2025

STEPHANIE KRAMER
ACTING BOROUGH CLERK

**RESOLUTION OF THE BOROUGH OF OCEANPORT AWARDING A CONTRACT TO
COLLIERS ENGINEERING & DESIGN FOR ENGINEERING SERVICES RELATED TO
PROPOSAL DATED SEPTEMBER 15, 2025 FOR FMERA – NICODEMUS AVENUE ROADWAY
CONSTRUCTION AND REALIGNMENT PROJECT PURSUANT TO THE MEMORANDUM OF
UNDERSTANDING BETWEEN THE BOROUGH OF OCEANPORT AND THE FORT
MONMOUTH ECONOMIC REVITALIZATION AUTHORITY (FMERA)**

Resolution #2025-263

10/2/25

WHEREAS, the Borough Council adopted Resolutions #2025-261 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 FMERA –for construction administration and construction inspection services; and

WHEREAS, pursuant with Resolution #2025-261, an MOU specific to the services required for the FMERA – Nicodemus Avenue Roadway Construction And Realignment Project was approved; 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 September 15, 2025 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 September 15, 2025 for an amount not to exceed \$65,500.00 and;

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 2025 and the work to be performed will be consistent with their existing contract and the Colliers proposal dated September 15, 2025 for engineering services related to the Borough's MOU with FMERA for the FMERA – Nicodemus Avenue Roadway Construction And Realignment Project.
2. That authorization is granted for an amount not to exceed \$65,500.00 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 #2025-264 to amend the budget for an item of revenue not anticipated, not to exceed \$65,500.00 for the above referenced professional services contract.

Catherine D. LaPorta, CFO

Motion:	YES	NO	ABSTAIN	ABSENT
ROLL CALL				
Deerin	()	()	()	()
Gallo	()	()	()	()
Keeshen	()	()	()	()
Manna	()	()	()	()
O'Brien	()	()	()	()
Cooper	()	()	()	()
Tvrdik	()	()	()	()

I certify this to be a true copy of Resolution #2025-263 approved by the Oceanport Borough Council at the Regular Meeting held October 2, 2025

STEPHANIE KRAMER
ACTING BOROUGH CLERK

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



September 15, 2025

VIA EMAIL

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

Proposal for Professional Services
Nicodemus Avenue Roadway Realignment and Improvements
Borough of Oceanport, Monmouth County, New Jersey
Colliers Engineering & Design Proposal No.: 25001445P

Dear Mayor and Council Members,

Colliers Engineering & Design, Inc. (CED) is pleased to submit this proposal for construction administration and observation services associated with the realignment of Nicodemus Avenue at 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 and information noted above, we propose to complete the following:

CONSTRUCTION OBSERVATION AND ADMINISTRATION SERVICES

Colliers Engineering & Design (CED) will perform the following tasks as part of the construction observation and administration services during the period of the construction contract.

1. Coordinate and attend a project pre-construction meeting, prepare meeting minutes and the Notice to Proceed;
2. Provide minor plan changes, discussions and/or negotiations with authoritative agencies based upon actual field conditions;
3. Provide site visits at a frequency necessary to ensure Contractor's compliance with the Contract Documents;
4. Provide photographs of work in progress;
5. Review shop drawings provided by the Contractor and/or provide engineering redesign if needed to adapt to actual field conditions;
6. Review and monitor the construction schedule provided by the Contractor. Coordinate progress meetings as necessary with all stakeholders;
7. Prepare inspection reports and regular progress reports;
8. Project Closeout, including punch-lists, final submittals, etc.; and,
9. Prepare change orders and invoice review.

CED will review and approve all payment vouchers submitted by the Contractor before they are presented to FMERA 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.

The scope of work is based on a sixty (60) calendar day construction contract where our team will provide a combination of full-time and part-time inspection for sixty (60) days depending on the construction activities taking place.

Schedule of Fees

A number of reimbursable/out-of-pocket expenses may be required and will be invoiced monthly in accordance with the attached fee schedule. These costs may include courier, delivery, mileage, printing, reproduction, overnight mail service and postage costs, figures and graphics.

Phase Name	Fee
OBSERVATION AND ADMINISTRATION (ESTIMATED NOT TO EXCEED)	\$ 63,500.00
REIMBURSABLE EXPENSES	\$ 2,000.00
TOTAL ESTIMATED FEE	\$65,500.00

This Contract and Fee Schedule are based upon the acceptance of Colliers Engineering & Design's Business Terms and Conditions contained in Section II of this Contract. **Payment terms are NET30 of receipt of invoice.**

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:

- Services not specifically outlined in Section I;
- 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.

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 our yearly contract.

Section III – Rate Schedule

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

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 November 15, 2025.

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

Sincerely,

Colliers Engineering & Design, Inc.



William H.R. White, III, P.E., P.P., CME, CFM, CPWM
Oceanport Borough Engineer

WHW/NV

cc: Kara Kopach, FMERA (via email)
Joseph Fallon, FMERA (via email)

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**RESOLUTION OF THE BOROUGH OF OCEANPORT
AWARDING A CONTRACT FOR ELECTRICAL IMPROVEMENTS – 400 AREA PARALLEL
BUILD AND DEMOLITION OF ABANDONED 4.16 KV OVERHEAD (OH) LINE BETWEEN THE
BOROUGH OF OCEANPORT AND BEACH ELECTRICAL COMPANY, INC.**

Resolution #2025-264

10/2/25

WHEREAS, the Borough of Oceanport advertised bids for the Electrical Improvements – 400 Area Parallel Build and Demolition of Abandoned 4.16 KV Overhead (OH) Line between the Borough and the Fort Monmouth Economic Revitalization Authority (FMERA) approved and adopted by Resolution #2025-205 and Resolution #2025-207 and

WHEREAS, the said bid solicitation process was effectuated in accordance with prevailing provision of the Local Public Contracts Law, pursuant to N.J.S.A 40A:11-1 et seq.; and

WHEREAS, in response to the subject bid solicitations process, the Borough of Oceanport received seven (1) bid; and

WHEREAS, the lowest responsible bid submitted by Beach Electrical Company, Inc. of Sayreville, New Jersey hereinafter referred to as “Contractor” was a base bid of \$418,158.00; and

WHEREAS, the Borough Engineer's recommendation is to award the base bid for a contract total in the sum of Four Hundred Eighteen Thousand, One Hundred Fifty-Eight Dollars and Zero Cents (\$418,158.00); and

WHEREAS, the Contractor has complied with the mandatory requirements of N.J.S.A. 40A:11-23.2; and

WHEREAS, FMERA has reviewed and approved same,

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Oceanport as follows:

1. That the Borough of Oceanport is hereby authorized to award the contract for electrical improvements – 400 area parallel build and demolition of abandoned 4.16 kv overhead line to Beach Electrical Company, Inc. of Sayreville, New Jersey subject to the conditions set forth herein.
2. That said Contract shall be in the total sum of Four Hundred Eighteen Thousand, One Hundred Fifty-Eight Dollars and Zero Cents (\$418,158.00).
3. That the within award of Contract shall be contingent upon the Contractor submitting an Appropriate Performance Security, which guarantees shall be approved as to form by the Borough Attorney.
4. That the Mayor and Clerk are hereby authorized to sign any and all documents necessary to effectuate the intentions of the within Resolution - including but not limited to the Contract subject to the review of said Contract by the Borough Attorney.

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 the 400 Area Parrell Build Account in the amount of \$418,158.00 for the stated purpose subject to approval of Resolution #2025-205.


Catherine D. LaPorta, CFO

Motion:	YES	NO	ABSTAIN	ABSENT
ROLL CALL				
Deerin	()	()	()	()
Gallo	()	()	()	()
Keeshen	()	()	()	()
Manna	()	()	()	()
O'Brien	()	()	()	()
Cooper	()	()	()	()
Tvrdek	()	()	()	()

I certify this to be a true copy of Resolution #2025-264 approved by the Oceanport Borough Council at the Regular Meeting held October 2, 2025.

STEPHANIE KRAMER
DEPUTY BOROUGH CLERK

101 Crawfords Corner Road
Suite 3400
Holmdel New Jersey 07733
Main: 877 627 3772
<http://colliersengineering.com>



September 4, 2025

VIA EMAIL

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

Recommendation of Award
FMERA – 400 Area Parallel Build Project
Borough of Oceanport, Monmouth County, New Jersey
Colliers Engineering & Design Project No.: 25001445A

Dear Mayor and Council,

Bids for the above-referenced project were received at the Borough Hall on Thursday, August 28, 2025 at 11:00AM. A total of one (1) bid was received at the bid opening. The bid was found to be in order.

The results of the bidders at the bid opening are as follows:

BIDDERS	BASE BID TOTAL
Beach Electric Company, Inc.	\$418,158.00

We have reviewed the bid package submitted by Beach Electric Company, Inc. and find that the price appears reasonable for this project and is under the Engineer's Estimate prepared for this project. We have spoken to references for Beach Electric Company and their Subcontractor Metrotek Electrical Services Company and found no issue with their work.

Subject to approval from the Borough Attorney and verification that funds are available for construction, Colliers Engineering & Design, Inc. recommends that the Borough award a contract to Beach Electric Company, Inc. for the Total Base Bid Proposal in the amount of **\$418,158.00**.

We have enclosed the **original** a bid tabulation for review by you and the Borough Attorney. The original bid was previously hand carried to your office. In accordance with the Local Public Contracts Law, the Award of Contract must be made within sixty (60) days from the date of opening of the bids.

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

Sincerely,

Colliers Engineering & Design, Inc.



William H.R. White, III, P.E., P.P., CME, CFM, CPWM
Oceanport Borough Engineer

WHW/aw
Enclosures

cc: Donna Phelps, Borough Administrator (w/bid tab via email)
Stephanie Kramer, Deputy Borough Clerk (w/bid tab via email)
Katie LaPorta, CFO (w/bid tab via email)
Andrew Bayer, Esq., Borough Attorney (w/bid tab via email)
Laura Drahushak, Director of Legal Affairs, FMERA (w/bid tab via email)
Kristy Dantes, FMERA (w/bid tab via email)
Amin Gomaa PE, FPA (w/ bid tab via email)

R:\Projects\2025\25001445A\Project Information\Parallel Build bidding documents\Bid Opening\250903_whw_Tvrdik_FMERA Parallel Build_Recommendation of Award.docx

Project Name: FMERA - 400 Parallel Build Project
City, State Borough of Oceanport, New Jersey
Project # 25001445A
Bid Opening: Thursday, August 28, 2025 at 11:00AM



William H.R. White, III, P.E., P.P., CME, CFM, CPWM,
N.J. P.E. License No.3826300
I hereby certify that this is a true copy of the bids received on August 28, 2025.

ESTIMATE OF QUANTITIES				Beach Electric Company, Inc.	
				2400 Main St, Units 2-3	
				Sayerville, NJ 07503	
Item #	Description	Quantity	Unit	Unit Price	Amount
	BASE BID 1				
1	ELECTRICAL IMPROVEMENTS -400 AREA PARALLEL BUILD AND DEMOLITION OF ABANDONED 4.16KV OH LINE	1	LS	\$ 363,158.00	\$ 363,158.00
2	CONTINGENCY	1	ALLOWANCE	\$ 55,000.00	\$ 55,000.00
				\$ 418,158.00	\$ 418,158.00

**RESOLUTION OF THE BOROUGH OF OCEANPORT
AWARDING A CONTRACT FOR PORTABLE TOILET RENTAL
AND RELATED SANITATION SERVICES BETWEEN
ZUIDEMA PORTABLE TOILETS AND THE BOROUGH OF OCEANPORT**

**Resolution #2025-265
10/2/25**

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, the Borough of Oceanport has need of portable toilet rental and related sanitation services and the Purchasing Agent has recommended appointment of **Zuidema Portable Toilets of 41 Birch Street, Midland Park, NJ 07432**; and

WHEREAS, the Borough has determined that the value of the services will exceed \$17,500.00 and desires to make the appointment by means of a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.B; and

WHEREAS, **Zuidema Portable Toilets of 41 Birch Street, Midland Park, NJ 07432** has completed and submitted a Business Entity Disclosure Certification and Political Disclosure pursuant with **P.L. 2023, c.20**; and

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Oceanport, County of Monmouth, State of New Jersey that:

1. **Zuidema Portable Toilets of 41 Birch Street, Midland Park, NJ 07432** is hereby appointed to provide portable toilet rental and related sanitation services for calendar year 2025 for an amount not to exceed fifty-three thousand dollars (\$53,000).
2. The Purchasing Agent is hereby authorized to contract for services on behalf of the Borough of Oceanport subject to the availability of funds encumbered by purchase order on an as needed basis pursuant with N.J.A.C. 5:30-5.4

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and Political Contribution Disclosure Form be placed on file with the Borough Clerk with said contract.

Motion:

Second:

ROLL CALL	YES	NO	ABSTAIN	ABSENT
Deerin	()	()	()	()
Gallo	()	()	()	()
Keeshen	()	()	()	()
Manna	()	()	()	()
O'Brien	()	()	()	()
Cooper	()	()	()	()
Tvrdik	()	()	()	()

I certify this to be a true copy of Resolution #2025-265 approved by the Oceanport Borough Council at the Regular Meeting held October 2, 2025

STEPHANIE KRAMER
ACTING BOROUGH CLERK

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant to N.J.S.A. 19:44A-20.8
BOROUGH OF OCEANPORT

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that Zuidema Portable Toilets, of 41 Birch St. Midland Park, NJ

(Name of Business Entity)

(Business Entity Address, City, State, Zip)

has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2023, c. 30 would bar the award of this contract in the one-year period preceding January 1, 2024 to any of the following named candidate committee or joint candidates committee of elected officials of the Borough of Oceanport as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Thomas J. Tvrdik	Bryan Keeshen	Oceanport Republican Committee
William Deerin	Michael O'Brien	Oceanport Democratic Committee
Richard A. Gallo	Keith Salnick	Patricia Cooper

Part II – Ownership Disclosure Certification

☒ I certify that the list below contains the names and home addresses of all owners holding ownership or control of more than 10% of the profits or assets of the undersigned or, in the case of a business entity that is a corporation for profit, 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

- ☐ Partnership ☒ Corporation ☐ Sole Proprietorship ☐ Subchapter S Corporation
☐ Limited Partnership ☐ Limited Liability Corporation ☐ Limited Liability Partnership

Name of Stock or Shareholder	Home Address
David Zuidema	169 Park Ave Midland Park
DAVID T Zuidema	380 Cedar Hill Litchfield
Kaleb Zuidema	150 Franklin Lake rd Franklin Lakes
Eleanor Zuidema	41 Hill St Midland Park

Part 3 – Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

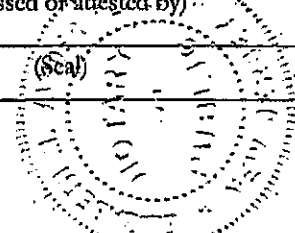
Name of Business Entity: Zuidema Portable Toilets
Printed Name of Affiant: Kaleb Zuidema
Title: VP
Signature of Affiant: [Signature]
Date: 9-2-25

Subscribed and sworn before me this 2 day of September, 2025

My Commission expires:

Elizabeth M. Vander Ploeg
(Witnessed or Attested By)

ELIZABETH M. VANDER PLOEG
NOTARY PUBLIC OF NEW JERSEY
My Commission Expires May 21, 2028



**CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA
OR BELARUS**

Borough of Oceanport

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Check the Appropriate Box)

☒ A. That the Vendor is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus

☐ B. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus

OR

☐ C. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list. However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.

Kaleb Zidema
Signature of Vendor's Authorized Representative

(Attach Additional Sheets If Necessary.)
8/29/2025
Date

Kaleb Zidema
Print Name and Title of Vendor's Authorized Representative

22-3079624
Vendor's FEIN

Zidema Portable Toilets
Vendor's Name

201-445-0171 #2
Vendor's Phone Number

41 Birch St.
Vendor's Address (street address)

201-444-1016
Vendor's fax number

Midland Park, NJ 07432
Vendor's Address (City/State/Zip Code)

info@zidemaportabletoilets.com
Vendor's email address

Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2)

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

BOROUGH OF OCEANPORT

PART 1: CERTIFICATION

BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK THE APPROPRIATE BOX:

☒ I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

☐ I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

Name	Relationship to Bidder/Offoror
Description of Activities	
Duration of Engagement	Anticipated Cessation Date
Bidder/Offoror Contact Name	Contact Phone Number:

Certification: I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete; I acknowledge that I am authorized to execute this certification on behalf of the bidder; that the State of New Jersey is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):	<u>Kaleb Zander</u>	Signature:	<u>[Signature]</u>
Title:	<u>VP</u>	Date:	<u>9-2-25</u>



My Commission Expires May 31, 2023

My Commission Expires May 31, 2023

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**RESOLUTION OF THE BOROUGH OF OCEANPORT
APPOINTMENT OF MARK MCNAMARA AS LABORER IN THE PUBLIC WORKS DEPARTMENT**

**Resolution #2025-266
10/02/25**

WHEREAS, there is a need in the Public Works Department for a laborer; and

WHEREAS, the Public Works Superintendent and Borough Administrator have recommended the appointment of Mark McNamara as a part time employee; and

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

NOW, THEREFORE, BE IT RESOLVED, by the Mayor & Council of the Borough of Oceanport, that Mark McNamara is hereby appointed to the Department of Public Works for the position of part time laborer at a rate of \$30.00 per hour in accordance with the Borough's salary ordinance effective March 6, 2025.

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.

Motion:

Second:

ROLL CALL	YES	NO	ABSTAIN	ABSENT
Deerin	()	()	()	()
Gallo	()	()	()	()
Keeshen	()	()	()	()
Manna	()	()	()	()
O'Brien	()	()	()	()
Cooper	()	()	()	()
Tvrdik	()	()	()	()

I certify this to be a true copy of Resolution #2025-266 approved by the Oceanport Borough Council at the Regular Meeting held October 2, 2025.

STEPHANIE KRAMER
ACTING BOROUGH CLERK

FW: Mark McNamara Job Application for DPW

From Stephanie Kramer <skramer@oceanportboro.com>
Date Thu 9/18/2025 3:43 PM
To Katie Cassidy <kcassidy@oceanportboro.com>

I did the ordinance and put in the Oct 2nd file. We just have to change the salary date. I will explain.

Stephanie Kramer
Acting Borough Clerk
Borough of Oceanport
910 Oceanport Way
Oceanport, NJ 07757
732.222.8221 ext 1002

From: Kelly O'Toole <kotoole@oceanportboro.com>
Sent: Thursday, September 18, 2025 3:04 PM
To: Donna Phelps <dphelps@oceanportboro.com>; Steve Briskey <sbriskey@oceanportboro.com>
Cc: Stephanie Kramer <skramer@oceanportboro.com>; Katie Cassidy <kcassidy@oceanportboro.com>
Subject: Re: Mark McNamara Job Application for DPW

Yes, that is correct.

From: Donna Phelps <dphelps@oceanportboro.com>
Sent: Thursday, September 18, 2025 2:48 PM
To: Steve Briskey <sbriskey@oceanportboro.com>; Kelly O'Toole <kotoole@oceanportboro.com>
Cc: Stephanie Kramer <skramer@oceanportboro.com>; Katie Cassidy <kcassidy@oceanportboro.com>
Subject: RE: Mark McNamara Job Application for DPW

Will do. Just to confirm 25 hours @ \$30 per hour, correct?

Donna

From: Steve Briskey <sbriskey@oceanportboro.com>
Sent: Thursday, September 18, 2025 2:48 PM
To: Donna Phelps <dphelps@oceanportboro.com>; Kelly O'Toole <kotoole@oceanportboro.com>
Subject: RE: Mark McNamara Job Application for DPW

Hello,

Sorry for any confusion. Please move forward with the background and Oct meeting would be great.

Steve

**RESOLUTION OF THE BOROUGH OF OCEANPORT
AWARDING A CONTRACT FOR GOODS & SERVICES BETWEEN HOME DEPOT AND THE
BOROUGH OF OCEANPORT**

Resolution 2025-267

10/2/25

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

WHEREAS, the Borough of Oceanport purchases various goods and services for day-to-day operations as needed, and the Purchasing Agent has recommended appointment of Home Depot and,

WHEREAS, the Borough has determined that the value of services will exceed \$25,000 and desires to make the appointment by means of State Contract 18-FLEET-000234, and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Oceanport, County of Monmouth, State of New Jersey that:

1. Purchases of goods and services through Home Depot State Contract 18-FLEET-000234 is hereby authorized for the calendar year 2025 for an amount not to exceed twenty-five thousand dollars (\$25,000)
2. The purchasing agent is hereby authorized to contract for services on behalf of the Borough subject to the availability of funds encumbered by purchase order on an as needed basis pursuant with N.J.A.C. 5:30-5.4

Motion:

Second:

ROLL CALL	YES	NO	ABSTAIN	ABSENT
Deerin	()	()	()	()
Gallo	()	()	()	()
Keeshen	()	()	()	()
Manna	()	()	()	()
O'Brien	()	()	()	()
Cooper	()	()	()	()
Tvrdik	()	()	()	()

I certify this to be a true copy of Resolution #2025-267 approved by the Oceanport Borough Council at the Regular Meeting held October 2, 2025

STEPHANIE KRAMER
ACTING BOROUGH CLERK

Vendor Profile - Home Depot USA Inc. / The Home Depot Pro

Organization Information **Contracts**

Contracts Information

<u>Contract #</u>	<u>Bid #</u>	<u>Description</u>	<u>Vendor</u>	<u>Type Code</u>	<u>Dollar Spent to Date</u>	<u>Organization</u>	<u>Status</u>	<u>Begin Date</u>	<u>End Date</u>
18-FLEET-00234		M8001 Walk-In Building Supplies	Home Depot USA Inc. / The Home Depot Pro	18	\$3,026,759.18	Division of Purchase and Property	3PS - Sent	08/01/2017	12/31/2026

Close Window

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**RESOLUTION OF THE BOROUGH OF OCEANPORT
AUTHORIZING CHANGE ORDER #1-FINAL - CONTRACT FOR OLD WHARF
HOUSE PARKING LOT EXPANSION WITH MECO, INC.**

Resolution #2025-268

10/2/2025

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 Meco, Inc. for the Old Wharf House Parking Lot Expansion as stated in a letter from the Engineer dated September 24, 2025 to adjust for final as-built quantities; and

WHEREAS, the original contract of \$323,551.35 will be increased by \$4,983.05 to adjust for final as-built quantities for an adjusted contract amount of \$328,534.40; and

WHEREAS, the Borough Council is satisfied that the requested change is necessary and that it has been carried out.

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

1. Change Order #1-Final between the Borough of Oceanport and Meco, Inc. for the Old Wharf House Parking Lot Expansion is hereby approved.

2. The Mayor or Borough Clerk are hereby authorized to sign the change order on behalf of the Borough.

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 Capital Account #04-215-55-993-A01 in the amount of \$4,983.05 for the stated purpose.

Catherine D LaPorta

CATHERINE D. LaPORTA, CFO

Motion:

Second:

ROLL CALL	YES	NO	ABSTAIN	ABSENT
Deerin	()	()	()	()
Gallo	()	()	()	()
Keeshen	()	()	()	()
Manna	()	()	()	()
O'Brien	()	()	()	()
Cooper	()	()	()	()
Tvrdik	()	()	()	()

I certify this to be a true copy of Resolution #2025-268 approved by the Oceanport Borough Council at the Regular Meeting held October 2, 2025.

STEPHANIE KRAMER
ACTING BOROUGH CLERK

September 24, 2025

VIA EMAIL

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

Partial Payment No. 4 – Final, Change Order No. 1 – Final
Old Wharf House Parking Lot Expansion
Borough of Oceanport, Monmouth County, New Jersey
Colliers Engineering & Design Project No. OPB-0178

Dear Mayor and Council,

We are writing this letter to certify that Meco, Inc., PO Box 536, Clarksburg, NJ 08510, contractor for the above-referenced project, has completed the work as listed on the enclosed Partial Payment Certificate No. 4 - Final and is entitled to payment in the amount of \$12,548.69. Also enclosed, please find Change Order No. 1 – Final which reflects the final as-built quantity adjustments. Change Order No. 1 results in a net increase of \$4,983.05 for a revised contract total of \$328,534.40.

Payrolls and manning reports for the covered period are also attached for your reference.

An original Maintenance Bond shall be forwarded by the contractor under separate cover and should be received by the Borough prior to issuance of final payment.

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

Sincerely,

Colliers Engineering & Design, Inc.



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

WHW/rb
Enclosure

cc: Donna Phelps, Administrator (via email)
Stephanie Kramer, Deputy Borough Clerk (via email)
Katie LaPorta, CFO (via email)
Meco, Inc. (via email)

r:\projects\m-p\opb\opb0178\correspondence\out\250924_whw_smith_pp#4 - final, co#1 - final.docx

OLD WHARF HOUSE PARKING LOT EXPANSION
BOROUGH OF OCEANPORT
PARTIAL PAYMENT CERTIFICATE NO. 4 - FINAL
FOR WORK COMPLETED THROUGH 9/9/2025
PROJECT NO. OPB-0178

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
	BASE BID 1									
1	CLEARING SITE	1	LS	\$9,500.00	\$9,500.00	0.05	\$475.00	0.95	\$ 9,025.00	\$9,500.00
2	MOBILIZATION	1	LS	\$5,000.00	\$5,000.00	0.05	\$250.00	0.95	\$ 4,750.00	\$5,000.00
3	FUEL PRICE ADJUSTMENT	750	DOL	\$1.00	\$750.00	0.00	\$0.00	0.00	-	\$0.00
4	EXCAVATION UNCLASSIFIED, BORROW EXCAVATION, AND GRADING	1	LS	\$37,000.00	\$37,000.00	0.00	\$0.00	1.00	\$ 37,000.00	\$37,000.00
5	EXCAVATION, TEST PIT	10	CY	\$150.00	\$1,500.00	0.00	\$0.00	10.00	\$ 1,500.00	\$1,500.00
6	HMA MILLING, 3" OR LESS	795	SY	\$5.00	\$3,975.00	0.00	\$0.00	750.00	\$ 3,750.00	\$3,750.00
7	DENSE GRADED AGGREGATE, 6" THICK	1655	SY	\$15.00	\$24,825.00	0.00	\$0.00	1550.00	\$ 23,250.00	\$23,250.00
8	HOT MIX ASPHALT 12M64 BASE COURSE, 4" THICK	385	TON	\$110.00	\$42,350.00	0.00	\$0.00	365.57	\$ 40,212.70	\$40,212.70
9	HOT MIX ASPHALT 9.5M64 SURFACE COURSE, 2" THICK	195	TON	\$140.00	\$27,300.00	0.00	\$0.00	196.18	\$ 27,465.20	\$27,465.20
10	POLYMERIZED JOINT ADHESIVE	385	LF	\$0.01	\$3.85	0.00	\$0.00	0.00	-	\$0.00
11	RESET EXISTING CASTING	1	UN	\$500.00	\$500.00	0.00	\$0.00	1.00	\$ 500.00	\$500.00
12	RESET EXISTING PAVERS	35	SY	\$155.00	\$5,425.00	25.00	\$3,875.00	10.00	\$ 1,550.00	\$5,425.00
13	CONCRETE DRIVEWAY, REINFORCED, 6" THICK	25	SY	\$155.00	\$3,875.00	0.00	\$0.00	20.00	\$ 3,100.00	\$3,100.00
14	CONCRETE SIDEWALK, 4" THICK	115	SY	\$155.00	\$17,825.00	0.00	\$0.00	109.00	\$ 16,895.00	\$16,895.00
15	DETECTABLE WARNING SURFACE	5	SY	\$500.00	\$2,500.00	0.00	\$0.00	4.00	\$ 2,000.00	\$2,000.00
16	8" X 18" CONCRETE VERTICAL CURB	510	LF	\$55.00	\$28,050.00	0.00	\$0.00	707.00	\$ 38,885.00	\$38,885.00
17	TRAFFIC MARKINGS LINES, 4"	725	LF	\$2.25	\$1,631.25	0.00	\$0.00	802.00	\$ 1,804.50	\$1,804.50
18	TRAFFIC MARKINGS LINES, 24"	15	LF	\$13.50	\$202.50	0.00	\$0.00	12.00	\$ 162.00	\$162.00
19	TRAFFIC MARKINGS SYMBOLS	215	SF	\$11.25	\$2,418.75	0.00	\$0.00	156.00	\$ 1,755.00	\$1,755.00
20	REGULATORY AND WARNING SIGN	10	SF	\$90.00	\$900.00	0.00	\$0.00	9.00	\$ 810.00	\$810.00
21	SITE LIGHT, SINGLE FIXTURE	6	UN	\$13,500.00	\$81,000.00	0.00	\$0.00	6.00	\$ 81,000.00	\$81,000.00
22	TOPSOILING, 4" THICK	210	SY	\$15.00	\$3,150.00	0.00	\$0.00	210.00	\$ 3,150.00	\$3,150.00
23	FERTILIZING AND SEEDING	210	SY	\$1.00	\$210.00	0.00	\$0.00	210.00	\$ 210.00	\$210.00
24	STRAW MULCHING	210	SY	\$1.00	\$210.00	0.00	\$0.00	210.00	\$ 210.00	\$210.00
	ALTERNATE BID									
1A	LANDSCAPING	1	LS	\$23,450.00	\$23,450.00	0.00	\$0.00	1.00	\$ 23,450.00	\$23,450.00
	SUPPLEMENTAL ITEMS									
S-1	CONDUIT	1	LS	\$1,500.00	\$1,500.00	1.00	\$1,500.00	0.00	\$ -	\$1,500.00
	TOTALS			\$323,551.35		\$6,100.00				\$328,534.40
	REVISED CONTRACT TOTAL			\$328,534.40						

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:

LESS 2% RETAINAGE:	\$ -
SUBTOTAL AMOUNT DUE:	\$328,534.40
LESS PREVIOUS PAYMENTS:	\$315,985.71
TOTAL AMOUNT DUE:	\$12,548.69
PERCENTAGE COMPLETE:	100.00%

Maria Laranjeiro

MECO, INC.



09/16/2025

DATE:

9/18/2025

DATE:

COLLIERS ENGINEERING & DESIGN, INC.

CHANGE ORDER NUMBER - 1
FINAL

Project	OLD WHARF HOUSE PARKING LOT EXPANSION
Project No.	OPB-0178
Municipality	BOROUGH OF OCEANPORT
County	MONMOUTH
Contractor	MECO, INC.

In accordance with the project Supplementary Specification, the following are changes in the contract.	
Location and Reason for Change	(Attach additional sheets if required)
Final As-Built Quantity Adjustment	

Increased Items

Item No.	Description	Quantity (+/-)	Unit Price	Amount
9	HOT MIX ASPHALT 9.5M64 SURFACE COURSE, 2" THICK	1.18 TON	\$ 140.00	\$ 165.20
16	8" X 18" CONCRETE VERTICAL CURB	197 LF	\$ 55.00	\$ 10,835.00
17	TRAFFIC MARKINGS LINES, 4"	77 LF	\$ 2.25	\$ 173.25
Total Increase				\$ 11,173.45

Decreased Items

Item No.	Description	Quantity (+/-)	Unit Price	Amount
3	FUEL PRICE ADJUSTMENT	-750 DOL	\$ 1.00	\$ (750.00)
6	HMA MILLING, 3" OR LESS	-45 SY	\$ 5.00	\$ (225.00)
7	DENSE GRADED AGGREGATE, 6" THICK	-105 SY	\$ 15.00	\$ (1,575.00)
8	HOT MIX ASPHALT 12M64 BASE COURSE, 4" THICK	-19.43 TON	\$ 110.00	\$ (2,137.30)
10	POLYMERIZED JOINT ADHESIVE	-385 LF	\$ 0.01	\$ (3.85)
13	CONCRETE DRIVEWAY, REINFORCED, 6" THICK	-5 SY	\$ 155.00	\$ (775.00)
14	CONCRETE SIDEWALK, 4" THICK	-6 SY	\$ 155.00	\$ (930.00)
15	DETECTABLE WARNING SURFACE	-1 SY	\$ 500.00	\$ (500.00)
18	TRAFFIC MARKINGS LINES, 24"	-3 LF	\$ 13.50	\$ (40.50)
19	TRAFFIC MARKINGS SYMBOLS	-59 SF	\$ 11.25	\$ (663.75)
20	REGULATORY AND WARNING SIGN	-1 SF	\$ 90.00	\$ (90.00)
Total Decrease				\$ (7,690.40)

Supplemental Items

Item No.	Description	Quantity (+/-)	Unit Price	Amount
S-1	CONDUIT	1 LS	\$ 1,500.00	\$ 1,500.00
Total Supplemental Items				\$ 1,500.00

CHANGE ORDER NUMBER - 1
FINAL

Amount of Original Contract	\$ 323,551.35	Increase	\$ 11,173.45
Change Order No. 1 Amount	\$ 4,983.05	Decrease	\$ -7,690.40
		Supplemental	\$ 1,500.00
Adjusted Amount Based on Change Order No. 1	\$ 328,534.40	Total Change	\$ 4,983.05

% Change in Contract
[(+) Increase or (-) Decrease] 1.54%



Colliers Engineering & Design
(Engineer) 9/18/2025

(Date)

Borough of Oceanport
(Presiding Officer) (Date)

Maria Laranjeiro

Meco, Inc.
(Contractor) 09/16/2025

(Date)

State Of New Jersey

Department of Labor & Workforce Development
Construction EEO Compliance Monitoring Program

Job Completed

MONTHLY PROJECT WORKFORCE REPORT - CONSTRUCTION

For instructions on completing the form, go to:

http://www.state.nj.us/treasury/contract_compliance/pdf/aa202ins.pdf

1. Name and address of Prime Contractor MECO, INC (NAME)		2. Contractor ID Number 1054	3. F ID or SS Number 222 62 6262
PO BOX 536 (ADDRESS)		4. Reporting Period AUGUST 1-31, 2025	
CLARKSBURG NJ 08510 (CITY) (STATE) (ZIP CODE)		5. Public Agency Awarding Contract OCEANPORT BOROUGH	Date of Award 10/03/2024
		6. Name and Location of Project Old Wharf House Pkg Lot MONMOUTH	7. Project ID Number 80044

			CLASSI- FICATION (SEE REVERSE)	11. NUMBER OF EMPLOYEES						12. TOTAL	13. WORK HOURS		14. % OF WORK HRS		15. CUM. WORK HRS			16. CUM. % OF W/H		
8. CONTRACTOR NAME (LIST PRIME CONTRACTOR WITH SUBS FOLLOWING)	9. PERCENT OF WORK COMPLETED	10. TRADE OR CRAFT		A.	B.	C.	D.	E.	F.	NO. OF MIN. EMP.	TOTAL WORK HOURS	A.	B.	A.	B.	TOTAL WORK HOURS	A.	B.	A.	B.
				TOTAL	BLACK	HISPANIC	AMERICAN INDIAN	ASIAN	FEMALES			MIN. W/H	FEMALE W/H	% OF MIN. W/H	% OF FEMALE W/H		MIN. HOURS	FEMALE HOURS	% OF MIN. W/H	% OF FEM. W/H
Meco, Inc	100%	OP	J								0					46	24		53%	
			AP																	
Meco, Inc	100%	LA	J	1		1				1	4	4		100%		348	331		96%	
			AP																	
A&A Curbing	100%	LA	J								0					120	120		100%	
			AP																	
Straight Edge Str	100%	LA	J								0					6	6		100%	
			AP																	
			J																	
			AP																	

17. COMPLETED BY (PRINT OR TYPE)

Nanci Marta

(NAME)



(SIGNATURE)

President

(TITLE)

609

(AREA CODE)

443

(TELEPHONE NUMBER)

4344

(EXT.)

09/16/2025

(DATE)

DEPT. OF LABOR & WORKFORCE DEVELOPMENT CONSTRUCTION EEO COMPLIANCE MONITORING PROGRAM

Certified Payroll Register

Job
Old Wharf House Pkg Lot Expans
910 Oceanport Way
Oceanport, NJ 07757

Contractor
MECO, Inc.
PO Box 536
Clarksburg, NJ 08510-0536

Customer
Oceanport Borough
222 Monmouth Boulevard
Oceanport, NJ 07757

Job Number: OCEA18
Week Ending: 8/16/2025

Name / Address	Soc Sec No.		Hours Worked This Job								Pay Rate	Gross Pay This Job All Jobs	-- Deductions --		Check #	
	Class	Exemp.	08/11	08/12	08/13	08/14	08/15	08/16	08/10	Tot			Fed. Fica Med State	Local Other Total		
	Mar		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Tot						Net Pay
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	
Walter Teo Contreras	***-**-2821	R:	4.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	4.000	50.950	203.80	182.69	0.00	V6098
202 Tipton Street	Local Union 172 / Class D - Laborer															
Trenton, NJ 08629	Single	4 O:	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	+61.900FR	2076.21	140.02	96.97	1503.04
	HISPANIC Male											+0.000FR	40.5hrs	120.74	573.17	
	Fringe	ANNUITY		CIAP	LECET	LIUNA	MRF	PENSION	SET	VACATION	WELFARE	Total				
	Rate	8.500		23.000	0.400	0.100	0.500	11.450	0.650	4.500	12.800	61.900				
	Amount	34.00		92.00	1.60	0.40	2.00	45.80	2.60	18.00	51.20	247.60				
	Deduction	DUES-SUP		LEROF	NJSLPAC	Total										
	Amount	72.67		16.20	8.10	96.97										
		Hours		Pay												
Regular		4.000		203.80												
Overtime		0.000		0.00												
		4.000		203.80												

I, Nanci Marta, SECRETARY & TREASURER (title) do hereby state:

1] That I pay or supervise the payment of the persons employed by MECO INC on the Old Wharf House Pkg Lot Expans that during the payroll period commencing on 8/10/2025 and ending 8/16/2025, all persons employed 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 MECO INC 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 Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described below:

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 in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

4] That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

XX---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 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) EXCEPTION (CRAFT) EXPLANATION

REMARKS

Name and title
NANCI MARTA SECRETARY & TREASURER

signature

Nanci Marta

The Willful Falsification Of Any Of The Above Statements May Subject The Contractor Or SubContractor To Civil Or Criminal Prosecution. See Section 1001 Of Title 18 And Section 231 Of Title 31 Of The United States.

**RESOLUTION OF THE BOROUGH OF OCEANPORT
AWARDING A CONTRACT FOR EMERGENCY VEHICLE MANUFACTURING AND SERVICES TO
P.L. CUSTOM BODY AND EQUIPMENT CO. INC.**

**Resolution #2025-269
10/02/25**

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, the Borough of Oceanport has need of emergency vehicle manufacturing and services and the Purchasing Agent has recommended appointment of **P.L. Custom Body and Equipment Co. Inc. 2201 Atlantic Ave Manasquan, NJ 08736** ; and

WHEREAS, the Borough has determined that the value of the services will exceed \$17,500.00 and desires to make the appointment by means of a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.B; and

WHEREAS, **P.L. Custom Body and Equipment Co. Inc. 2201 Atlantic Ave Manasquan, NJ 08736** has completed and submitted a Business Entity Disclosure Certification and Political Disclosure pursuant with **P.L. 2023, c.20**; and

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Oceanport, County of Monmouth, State of New Jersey that:

1. **P.L. Custom Body and Equipment Co. Inc. 2201 Atlantic Ave Manasquan, NJ 08736** is hereby appointed to provide emergency vehicle manufacturing and services for calendar year 2025 for an amount not to exceed fifty-three thousand dollars (\$53,000).
2. The Purchasing Agent is hereby authorized to contract for services on behalf of the Borough of Oceanport subject to the availability of funds encumbered by purchase order on an as needed basis pursuant with N.J.A.C. 5:30-5.4

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and Political Contribution Disclosure Form be placed on file with the Borough Clerk with said contract.

Motion:

Second:

ROLL CALL	YES	NO	ABSTAIN	ABSENT
Deerin	()	()	()	()
Gallo	()	()	()	()
Keeshen	()	()	()	()
Manna	()	()	()	()
O'Brien	()	()	()	()
Cooper	()	()	()	()
Tvrdik	()	()	()	()

I certify this to be a true copy of Resolution #2025-269 approved by the Oceanport Borough Council at the Regular Meeting held October 2, 2025

STEPHANIE KRAMER
ACTING BOROUGH CLERK

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant to N.J.S.A. 19:44A-20.8
BOROUGH OF OCEANPORT

Part I – Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that P.L. Custom Body and Equipment Co., Inc. 2201 Atlantic Ave., Manasquan, NJ 08736

(Name of Business Entity)

(Business Entity Address, City, State, Zip)

has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2023, c. 30 would bar the award of this contract in the one-year period preceding January 1, 2025 to any of the following named candidate committee or joint candidates committee of elected officials of the Borough of Oceanport as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

Thomas J. Tvrdek	Bryan Keeshen	Oceanport Republican Committee
William Deerin	Michael O'Brien	Oceanport Democratic Committee
Richard A. Gallo	Kara Manna	Patricia Cooper

Part II – Ownership Disclosure Certification

☒ I certify that the list below contains the names and home addresses of all owners holding ownership or control of more than 10% of the profits or assets of the undersigned or, in the case of a business entity that is a corporation for profit, 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business entity:

- ☐ Partnership ☒ Corporation ☐ Sole Proprietorship ☐ Subchapter S Corporation
☐ Limited Partnership ☐ Limited Liability Corporation ☐ Limited Liability Partnership

Name of Stock or Shareholder	Home Address
CFD Trust	107 Clubhouse Drive, Naples, FL 34105
Alex N. Cherapakhov Irrevocable Trust	107 Clubhouse Drive, Naples, FL 34105
Dana M. Cherapakhov Irrevocable Trust	107 Clubhouse Drive, Naples, FL 34105

Part 3 – Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: P.L. Custom Body and Equipment Co., Inc.
Printed Name of Affiant: Deborah L. Thomson
Title: President
Signature of Affiant: 
Date: 9/8/2025

Subscribed and sworn before me this ____ day of _____, 20__.

My Commission expires:

(Witnessed or attested by)

(Seal)

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant To N.J.S.A. 19:44A-20.8
BOROUGH OF OCEANPORT

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

"Local Unit Pay-To-Play Law" (P.L. 2004, c.19, as amended by P.L. 2005, c.51)

19:44A-20.6 Certain contributions deemed as contributions by business entity.

5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

19:44A-20.7 Definitions relative to certain campaign contributions.

6. As used in sections 2 through 12 of this act:

"business entity" means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

"interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)

19:44A-3 Definitions. In pertinent part...

q. The term "candidate-committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates-committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ...; the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

19:44A-8 and 16 Contributions, expenditures, reports, requirements.

While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:

"The \$200 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2)

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

BOROUGH OF OCEANPORT

PART 1: CERTIFICATION

VENDORS/BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.

Bid Solicitation # _____

Vendor/Bidder P.L. Custom Body and Equipment Co., Inc.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director of the division of Purchase and Property finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

PLEASE CHECK THE APPROPRIATE BOX:



I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR



I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

Name _____

Relationship to Bidder/Offerrer _____

Description of Activities _____

Duration of Engagement _____

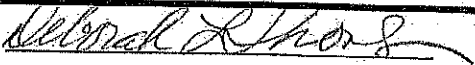
Anticipated Cessation Date _____

Bidder/Offerrer Contact Name _____

Contact Phone Number: _____

Certification: I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge that I am authorized to execute this certification on behalf of the bidder; that the State of New Jersey is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Deborah L. Thomson

Signature: 

Title: President

Date: 9/8/2025

**CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA
OR BELARUS**

Borough of Oceanport

Pursuant to N.J.S.A. 52:32-60.1, et seq. (L. 2022, c. 3) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I, the undersigned, certify that I have read the definition of "Vendor" below, and have reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify:

(Check the Appropriate Box)

☒ A. That the Vendor is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus

☐ B. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus

OR

☐ C. That I am unable to certify as to "A" above, because the Vendor is identified on the OFAC Specially Designated Nationals and Blocked Persons list. However, the Vendor is engaged in activity related to Russia and/or Belarus consistent with federal law, regulation, license or exemption. A detailed description of how the Vendor's activity related to Russia and/or Belarus is consistent with federal law is set forth below.


Signature of Vendor's Authorized Representative

(Attach Additional Sheets If Necessary.)

9/8/2025
Date

Deborah L. Thomson, President
Print Name and Title of Vendor's Authorized Representative

22-1922998
Vendor's FEIN

P.L. Custom Body and Equipment Co., Inc.
Vendor's Name

732-223-1411
Vendor's Phone Number

2201 Atlantic Avenue
Vendor's Address (street address)

732-223-1164
Vendor's fax number

Manasquan, NJ 08736
Vendor's Address (City/State/Zip Code)

info@plcustom.com
Vendor's email address

I Vendor means: (1) A natural person, corporation, company, limited partnership, limited liability partnership, limited liability company, business association, sole proprietorship, joint venture, partnership, society, trust, or any other nongovernmental entity, organization, or group; (2) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in Section 1701(c)(3) of the International Financial Institutions Act, 22 U.S.C. 262r(c)(3); or (3) Any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity described in paragraph (1) or (2)

**RESOLUTION OF THE BOROUGH OF OCEANPORT, COUNTY OF MONMOUTH, STATE OF
NEW JERSEY AUTHORIZING THE BOROUGH OF OCEANPORT TO ENTER INTO A COOPERATIVE
PRICING AGREEMENT WITH THE MONMOUTH-OCEAN EDUCATIONAL SERVICES
COMMISSION**

**Resolution 2025-
10/16/2025**

WHEREAS, N.J.S.A. 40A:11-11 (5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Monmouth-Ocean Educational Services Commission (MOESC), hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on October 2, 2025, the governing body of the Borough of Oceanport, County of Monmouth, State of New Jersey, pursuant to N.J.A.C 5:34-7.6 (a), duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED by the Governing Body of the Borough of Oceanport that:

1. This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Monmouth-Ocean Educational Services Commission (MOESC),
2. Pursuant to the provisions of N.J.S.A. 40A:11-11(5) and N.J.A.C 5:34-7.6 (a), the Borough Administrator is hereby authorized to enter into a Cooperative Pricing Agreement with Monmouth-Ocean Educational Services Commission (MOESC), the Lead Agency.
3. The Lead Agency shall comply with the Public School Contracts Law (N.J.S.A. 18A:18A-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.
4. This resolution shall take effect immediately upon passage.

Motion:

Second:

ROLL CALL	YES	NO	ABSTAIN	ABSENT
Deerin	()	()	()	()
Gallo	()	()	()	()
Keeshen	()	()	()	()
Manna	()	()	()	()
O'Brien	()	()	()	()
Cooper	()	()	()	()
Tvrdik	()	()	()	()

I certify this to be a true copy of
Resolution #2025- approved by
the Oceanport Borough Council at the
Workshop Meeting held on October 16,
2025

STEPHANIE KRAMER
ACTING BOROUGH CLERK



**MONMOUTH-OCEAN EDUCATIONAL SERVICES COMMISSION
TINTON FALLS, NEW JERSEY 07712**

**COOPERATIVE PRICING SYSTEM AGREEMENT
AGREEMENT FOR A COOPERATIVE PRICING SYSTEM**

This Agreement made and entered into this 2nd day of October, 2025 , by and between the, MONMOUTH-OCEAN EDUCATIONAL SERVICES COMMISSION of Tinton Falls, New Jersey and the Borough of Oceanport who desires to participate in the MONMOUTH-OCEAN EDUCATIONAL SERVICES COMMISSION Cooperative Pricing System.

WITNESSETH

WHEREAS, N.J.S.A. 40A:11-11(5) and N.J.S.A. 18A:18A-11, specifically authorizes two or more contracting units to establish a Cooperative Pricing System for the provision and performance of goods and services and enter into a Cooperative Pricing Agreement for its administration; and

WHEREAS, the MONMOUTH-OCEAN EDUCATIONAL SERVICES COMMISSION is conducting a voluntary Cooperative Pricing System with other contracting units; and

WHEREAS, this Cooperative Pricing System is to effect substantial economies in the provision and performance of goods and services; and

WHEREAS, all parties hereto have approved the within Agreement by Resolution in accordance with the aforesaid statute; and

WHEREAS, it is the desire of all parties to enter into such Agreement for said purposes;

NOW, THEREFORE, IN CONSIDERATION OF the promises and of the covenants, terms and conditions hereinafter set forth, it is mutually agreed as follows:

1. The goods or services to be priced cooperatively may include goods and services and such other items as two or more participating contracting units in the system agree can be purchased on a cooperative basis.
2. The items and classes of items which may be designated by the participating contracting units hereto may be purchased cooperatively for the period commencing with the execution of this Agreement and continuing until terminated as hereinafter provided.



3. The Lead Agency, on behalf of all participating contracting units, shall upon approval of the registration of the System and annually thereafter in **January** of each succeeding year publish a legal ad in such format as required by N.J.A.C. 5:34-7.9 (a) in its official newspaper normally used for such purposes by it to include such information as:

(A) The Monmouth-Ocean Educational Services Commission soliciting competitive bids or informal quotations.

(B) The address and telephone number of the Lead Agency.

(C) The names of the participating contracting units.

(D) The State Identification Code assigned to the Cooperative Pricing System.

(E) The expiration date of the Cooperative Pricing System.

4. Each of the participating contracting units shall designate, in writing, to the Lead Agency, the items to be purchased and indicate therein the approximate quantities desired [IF NOT AN OPEN-ENDED CONTRACT], the location for delivery and other requirements, to permit the preparation of specifications as provided by law.

5. The specifications shall be prepared and approved by the Lead Agency and no changes shall be made thereafter except as permitted by law. Nothing herein shall be deemed to prevent changes in specifications for subsequent purchases.

6. A single advertisement for bids or the solicitation of informal quotations for the goods or services to be purchased shall be prepared by the Lead Agency on behalf of all of the participating contracting units desiring to purchase any item.

7. The Lead Agency when advertising for bids or soliciting informal quotations shall receive bids or quotations on behalf of all participating contracting units. Following the receipt of bids, the Lead Agency shall review said bids and on behalf of all participating contracting units, either reject all or certain of the bids or make one award to the lowest responsible bidder or bidders for each separate item. This award shall result in the Lead Agency entering into a Master Contract with the successful bidder(s) providing for two categories of purchases:

(A) The quantities ordered for the Lead Agency's own needs, and

(B) The estimated aggregate quantities to be ordered by other participating contracting units by separate contracts, subject to the specifications and prices set forth in the Lead Agency's Master Contract.



8. The Lead Agency shall enter into a formal written contract(s) directly with the successful bidder(s) only after it has certified the funds available for its own needs.
9. Each participating contracting unit shall also certify the funds available only for its own needs ordered; enter into a formal written contract, when required by law, directly with the successful bidder(s); issue purchase orders in its own name directly to successful vendor(s) against said contract; accept its own deliveries; be invoiced by and receive statements from the successful vendor(s); make payment directly to the successful vendor(s) and be responsible for any tax liability.
10. No participating contracting unit in the Cooperative Pricing System shall be responsible for payment for any items ordered or for performance generally, by any other participating contracting unit. Each participating contracting unit shall accordingly be liable only for its own performance and for items ordered and received by it and none assumes any additional responsibility or liability.
11. The provisions of Paragraphs 7, 8, 9, and 10 above shall be quoted or referred to and sufficiently described in all specifications so that each bidder shall be on notice as to the respective responsibilities and liabilities of the participating contracting units.
12. No participating contracting unit in the Cooperative Pricing System shall issue a purchase order or contract for a price which exceeds any other price available to it from any other such system in which it is authorized to participate or from bids or quotations which it has itself received.
13. The Lead Agency reserves the right to exclude from consideration any good or service if, in its opinion, the pooling of purchasing requirements or needs of the participating contracting units is either not beneficial or not workable.
14. The Lead Agency shall appropriate sufficient funds to enable it to perform the administrative responsibilities assumed pursuant to this Agreement.
15. It is agreed that each participating contracting unit shall pay the Lead Agency an annual fee of **\$0.00** as its estimated prorated share of the administrative costs incurred by the Lead Agency. MOESC will not charge any administrative fee for cooperative purchasing services to contracting units.
16. For the first year of the term of this Agreement, the MONMOUTH-OCEAN EDUCATIONAL SERVICES COMMISSION shall serve as the Lead Agency.
17. This Agreement shall become effective on or about July 1, 2023, subject to the review and approval of the Director of the Division of Local Government Services and shall continue in



effect for a period not to exceed five (5) years from said date unless any party to this Agreement shall give written notice of its intention to terminate its participation.⁴

18. **Additional local contracting units** may from time to time, execute this Agreement by means of a Rider annexed hereto, which addition shall not invalidate this Agreement with respect to other signatories. The Lead Agency is authorized to execute the Rider on behalf of the members of the System.

19. All records and documents maintained or utilized pursuant to terms of this Agreement shall be identified by the System Identifier assigned by the Director, Division of Local Government Services, and such other numbers as are assigned by the Lead Agency for purposes of identifying each contract and item awarded.

20. This Agreement shall be binding upon and inure to the benefit of the successors and assigns of the respective parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed and executed by their authorized corporate officers and their respective seals to be hereto affixed the day and year above written.

FOR THE LEAD AGENCY

MONMOUTH-OCEAN EDUCATIONAL SERVICES COMMISSION

Christopher Mullins _____
School Business Administrator/Board Secretary

January 20, 2023 _____
Date

FOR THE PARTICIPATING UNIT **NAME OF BOARD OF EDUCATION**

Name of SBA _____
School Business Administrator/Board Secretary

Date

**RESOLUTION OF THE BOROUGH OF OCEANPORT ADOPTING
JOB DESCRIPTIONS FOR ALL EMPLOYMENT POSITIONS**

**Resolution
10/16/2025**

WHEREAS, the Governing Body of the Borough of Oceanport adopted Ordinance No. 1114 amending Chapter 72, Officers and Employees, Article II Personnel Policies, Section 72-6 delineating responsibility for enforcement of personnel policies and creating Section 72-7 entitled Job Descriptions; and

WHEREAS, pursuant to the requirements of Ordinance No. 1114, the Borough Council of the Borough of Oceanport is charged with adopting job descriptions for all employment positions within the Borough; and

WHEREAS, the Business Administrator has recommended that the Borough Council approved the attached Job Descriptions for both the benefit of the Borough as an employer and the Borough’s employees.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Oceanport that the attached job descriptions are incorporated by reference and adopted by the Mayor and Council.

BE IT FURTHER RESOLVED, that the attached job descriptions shall be retained by the Borough Administrator and are available for inspection and/or review by Borough employees.

Motion:	Second:			
ROLL CALL	YES	NO	ABSTAIN	ABSENT
Deerin	()	()	()	()
Gallo	()	()	()	()
Keeshen	()	()	()	()
Manna	()	()	()	()
O’Brien	()	()	()	()
Cooper	()	()	()	()
Tvrdik	()	()	()	()

I certify this to be a true copy of Resolution #2025- approved by the Oceanport Borough Council at the Regular Meeting held October 16, 2025

STEPHANIE KRAMER
ACTING BOROUGH CLERK

CLERK'S OFFICE

Position: Borough Clerk

Reports To: Governing Body / Borough Administrator

Position Summary

Under New Jersey law (N.J.S.A. 40A:9-133), the Municipal Clerk is a statutory official appointed for a **three-year term** by the governing body. The appointee must hold a **Registered Municipal Clerk certificate** issued by the NJ Department of Community Affairs and is the custodian of municipal records and the official secretary for the local government.

Essential Duties & Responsibilities**1. Secretary to the Municipal Corporation**

- Custody and safekeeping of the municipal seal, official records, minutes, deeds, bonds, contracts, and archival documents.
- Attest signatures of municipal officials and maintain service receipt of legal documents.

2. Secretary to the Governing Body

- Prepare meeting agendas at the governing body's discretion, attend all public meetings, record proceedings, and preserve all original ordinances and resolutions.
- Advise on procedural rules; compile and distribute agendas, minutes, and relevant documents.

3. Elections Administration

- Serve as chief administrative officer of municipal elections and **chief registrar of voters**, under Title 19 statutes. Handle registration, petitions, ballots, polling assignments, vote tallying, and certification.

4. Licensing & Permits

- Accept applications, process and issue licenses and permits (e.g. special events, raffles, business registrations), unless delegated elsewhere. Track revenues and maintain reporting.

5. Records & Archives Management

- Implement records retention schedules under Title 47, coordinate archives programs, and maintain public access to documents in compliance with OPRA.

6. Additional Duties

- Perform other statutory or ordinance-imposed responsibilities, coordinate public liaison, administer oaths of office, and manage front office operations as required.
-

Supervisory & Administrative Duties

- Oversee clerical staff, define office procedures, serve as public information liaison.
 - May supervise digital records systems, manage public inquiries, support code enforcement, and organize municipal functions or community events.
-

Department Head Responsibilities

- Oversee employee performance, including conducting evaluations.
- Review and approve leave requests, work schedules and timesheets as outlined in the Borough's Personnel Policies and Procedures Manual.
- Address employee misconduct and performance issues.
- Recommend and/or administer disciplinary actions (verbal warnings, written reprimands, suspensions, of termination) following proper procedures.

Exempt Status

In accordance with the Borough's Personnel Policies and Procedures, the Borough Clerk position, under the Fair Labor Standards Act, is exempt from overtime based on the following:

- Compensation on a salary or fee basis (as defined in the regulations) is at a rate not less than \$1128 per week;
- Primary duty is the performance of office or non-manual work directly related to the management or general business operations of the Borough;
- Primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.

Position: Deputy Borough Clerk**Reports To:** Borough Clerk/Governing Body / Borough Administrator

Job Summary:

The Deputy Borough Clerk assists the Borough Clerk in managing the day-to-day operations of the Borough Clerk's office, ensuring the accurate maintenance of municipal records, coordination of council meetings, election administration, and compliance with New Jersey state laws and local ordinances. The Deputy Borough Clerk acts as the Borough Clerk in their absence and supports the public, elected officials, and municipal staff.

Key Responsibilities:

- Assist with preparation, posting, and distribution of agendas, meeting notices, minutes, resolutions, and ordinances for Borough Council and other municipal boards.
- Maintain and organize official municipal records, contracts, licenses, permits, and public documents in compliance with New Jersey laws.
- Serve as a custodian of public records and manage requests under the New Jersey Open Public Records Act (OPRA).
- Administer municipal elections, including voter registration, polling logistics, candidate filings, and reporting as required by state law.
- Provide customer service by responding to inquiries from residents, officials, and external agencies regarding municipal procedures and documentation.
- Assist in the coordination and scheduling of public meetings, hearings, and special events.
- Prepare and submit reports to state and county agencies as required.
- Ensure compliance with the Municipal Land Use Law, Open Public Meetings Act, and other relevant statutes.
- Perform administrative duties such as filing, data entry, correspondence, and office supply management.
- Represent the Borough Clerk in their absence, including attending meetings and performing official duties.
- Support the Borough Clerk with other duties as assigned.

Position: Administrative Assistant – Clerk's Office**Reports To:** Borough Clerk/Governing Body / Borough Administrator

Job Summary:

The Administrative Assistant to the Borough Clerk provides vital clerical and administrative support to the Borough Clerk's office, assisting with the preparation, processing, and maintenance of municipal records, correspondence, and public documents in accordance with New Jersey state laws and local ordinances. This role requires strong organizational skills, attention to detail, and the ability to interact professionally with the public, municipal officials, and outside agencies.

Key Responsibilities:

- Assist the Borough Clerk in preparing agendas, minutes, resolutions, and ordinances for Borough Council meetings.
- Maintain and update official municipal records, including meeting minutes, resolutions, licenses, permits, and public notices.
- Process public records requests in compliance with New Jersey Open Public Records Act (OPRA).
- Handle incoming correspondence, phone calls, and emails directed to the Borough Clerk's office.
- Provide customer service to residents, elected officials, and the public regarding municipal procedures and documentation.
- Assist with election coordination, including voter registration, polling logistics, and reporting, as required.
- Prepare and distribute official municipal documents and publications.
- Manage office supplies and maintain filing systems for efficient document retrieval.
- Perform other related duties as assigned by the Borough Clerk.

Position: Planning Board Secretary

Department: Clerk's Office

Reports To: Planning Board Chairperson/Borough Administrator/Governing Body

Position Summary:

The Planning Board Secretary provides administrative and clerical support to the municipal Planning Board. This role is responsible for scheduling and organizing meetings, preparing agendas and minutes, maintaining official records, and ensuring compliance with New Jersey's **Municipal Land Use Law (MLUL)** and the **Open Public Meetings Act (OPMA)**. The secretary acts as a liaison between the Planning Board, applicants, professionals, and the public.

Key Responsibilities:

- Schedule Planning Board meetings and ensure compliance with OPMA (Open Public Meetings Act) regarding public notice.
- Prepare and distribute agendas, meeting packets, legal notices, and other related documents.
- Attend all Planning Board meetings; record and transcribe accurate and timely meeting minutes.
- Process and track development applications, including completeness reviews and coordination with professionals (e.g., planner, engineer, attorney).
- Maintain all Planning Board records, including resolutions, applications, correspondence, and maps.
- Coordinate with applicants, professionals, and other departments for timely submission of reports and reviews.
- Assist with legal advertisements and certified mailings as required by MLUL.
- Monitor escrow accounts and application fees, ensuring accuracy and timely deposits in coordination with finance staff.
- Prepare annual reports and maintain compliance logs.
- Serve as a point of contact for inquiries regarding Planning Board processes and procedures.

CONSTRUCTION

Position: Construction Official**Department:** Construction / Building Department**Reports To:** Borough Administrator/Governing Body

Job Summary:

The Construction Official is responsible for administering and enforcing the **New Jersey Uniform Construction Code (N.J.A.C. 5:23)** within the municipality. This includes oversight of construction code officials, subcode officials, inspectors, and office staff to ensure all construction activities comply with applicable laws, codes, and regulations. The Construction Official serves as the department head and is responsible for day-to-day operations, permit management, and coordination with other municipal departments.

Key Responsibilities:

- Administer and enforce the NJ Uniform Construction Code in all its subcodes (building, electrical, plumbing, fire, mechanical, etc.).
- Supervise subcode officials, technical assistants, and inspectors; assign inspections and monitor performance.
- Review and approve construction permit applications for code compliance.
- Monitor worksite progress and resolve code violations or disputes.
- Maintain accurate records of permits, inspections, fees, and certificates of occupancy/compliance.
- Coordinate with zoning, fire, engineering, and health departments on overlapping jurisdictional issues.
- Prepare and submit reports as required by the New Jersey Department of Community Affairs (DCA).
- Ensure timely inspections and issuance of construction-related certificates.
- Attend construction board of appeals hearings, municipal meetings, or court proceedings as required.
- Manage the department budget, staff scheduling, and public communication.
- Ensure all staff certifications are up to date as per DCA guidelines.
- Help administer the Floodplain Development Code.
- Maintain the records and compliance with state regulations of those records
- Review all OPRA request fulfilled for the department
- Review planning board resolutions prior to and at completion of projects
- Initiate COAH compliance with new projects
- Keep the department up to date with consistent law changes

Department Head Responsibilities

- Oversee employee performance, including conducting evaluations.
- Review and approve leave requests, work schedules and timesheets as outlined in the Borough's Personnel Policies and Procedures Manual.
- Address employee misconduct and performance issues.
- Recommend and/or administer disciplinary actions (verbal warnings, written reprimands, suspensions, of termination) following proper procedures.

Exempt Status:

In accordance with the Borough's Personnel Policies and Procedures, the Construction Official position, under the Fair Labor Standards Act, is exempt from overtime based on the following:

- Compensation on a salary or fee basis (as defined in the regulations) is at a rate not less than \$1128 per week;

- Primary duty is the performance of office or non-manual work directly related to the management or general business operations of the Borough;

- Primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.

Position: Assistant Construction Official

Department: Construction Code Enforcement / Building Department

Reports To: Construction Official/Borough Administrator/Governing Body

Job Summary:

The **Assistant Construction Official** serves as a key support role within the Construction Department and is responsible for ensuring the continuity of operations. The primary function of this position is to act on behalf of and assume the full duties and statutory authority of the Construction Official during their absence. When the Construction Official is present, the Assistant will support daily departmental activities if required. This individual must possess and maintain a valid New Jersey Construction Official license and other relevant subcode licenses as required.

Position: Administrative Assistant – Construction Department

Department: Construction / Building Department

Reports To: Construction Official / Technical Assistant to the Construction Official (TACO)/Borough Administrator/Governing Body

Position Summary:

The Administrative Assistant supports the day-to-day operations of the Construction Office by performing a wide range of clerical and administrative tasks. This role provides direct customer service to residents, contractors, and developers, assists with permit processing, maintains accurate records, and ensures efficient internal workflow in compliance with the **New Jersey Uniform Construction Code (N.J.A.C. 5:23)**.

Key Responsibilities:

- Answer and route phone calls, emails, and in-person inquiries from the public regarding permits, inspections, and construction code procedures.
- Assist in receiving and reviewing construction permit applications for completeness before submission to the Technical Assistant or Construction Official.
- Enter application data into permitting software and file applications and plans accordingly.
- Schedule and confirm inspections with homeowners, contractors, and inspectors.
- Process payments and issue receipts for permit and inspection fees.
- Maintain accurate and organized physical and digital files, including permits, plans, certificates, and correspondence.
- Prepare routine correspondence, memos, and reports.
- Support other construction office staff (e.g., TACO, subcode officials) with clerical needs.
- Ensure compliance with Open Public Records Act (OPRA) and document retention laws.
- Perform other clerical and administrative tasks as assigned.
- Work with the Fire Official to process applications for Fire Inspections, Resales, Rentals, and Lead Paint Inspections

Position: Technical Assistant to the Construction Official (TACO)

Location: Oceanport, New Jersey

Department: Construction / Building Department

Reports To: Construction Official/Borough Administrator/Governing Body

Position Summary:

The Technical Assistant to the Construction Official (TACO) provides administrative and technical support to the Construction Official and assists in the enforcement and implementation of the **New Jersey Uniform Construction Code (N.J.A.C. 5:23)**. This position is responsible for managing the permit process, maintaining records, coordinating inspections, and interacting with the public and other departments.

Key Responsibilities:

- Accept, review, and process construction permit applications for completeness and accuracy.
- Enter permit data into the permitting software system SDL, Forerunner, and Documentsync.).
- Schedule inspections and coordinate with inspectors, contractors, and property owners.
- Provide accurate information to the public regarding construction code requirements, fees, and permit status.
- Maintain organized and secure records of permits, plans, inspection results, and related documents.
- Assist the Construction Official with reporting, filing, correspondence, and code compliance documentation.
- Process payments and issue receipts for permits, inspections, and other related fees.
- Prepare monthly reports for submission to the NJ Department of Community Affairs (DCA) and governing body.
- Ensure confidentiality and integrity of sensitive and official documents.
- Perform other administrative duties as assigned by the Construction Official.

Position: Building Subcode Official

Department: Construction / Building Department

Reports To: Construction Official/Borough Administrator/Governing Body

Position Summary:

The Building Subcode Official is responsible for enforcing the **building subcode** of the New Jersey Uniform Construction Code (UCC) within the municipality. This position involves reviewing plans, inspecting construction work, and ensuring compliance with applicable building codes, ordinances, and regulations. The Building Subcode Official also supervises Building Inspectors and collaborates with other subcode officials and the Construction Official to coordinate code enforcement.

Key Responsibilities:

- Review building plans, permit applications, and construction documents to determine compliance with the NJUCC building subcode.
- Conduct inspections of residential, commercial, and industrial buildings at various stages of construction to ensure compliance with approved plans and building code requirements.
- Issue notices of violation, stop work orders, and ensure corrective actions are taken when necessary.
- Provide technical assistance to contractors, architects, engineers, and the public regarding building code requirements.
- Maintain accurate records of plan reviews, inspections, violations, and correspondence.
- Prepare written reports and testify in legal proceedings when necessary.
- Coordinate and supervise Building Inspectors assigned to the municipality.
- Consult and collaborate with the Construction Official, other subcode officials (plumbing, electrical, fire), zoning, and planning staff.
- Attend required training and maintain licensure and continuing education as required by the NJDCA.

Position: Building Inspector**Department:** Construction / Building Department**Reports To:** Building Subcode Official/Construction Official/Borough Administrator/Governing Body

Position Summary:

The Building Inspector performs inspections of construction, alteration, and repair work on buildings to ensure compliance with the New Jersey Uniform Construction Code (UCC), municipal ordinances, and approved plans. The inspector identifies code violations, enforces safety standards, and assists in maintaining public safety and welfare through consistent enforcement of building regulations.

Key Responsibilities:

- Conduct on-site inspections of new and existing residential, commercial, and industrial buildings during various stages of construction.
- Verify that construction work complies with approved plans, NJUCC building subcode, and municipal building codes.
- Identify and document violations of building codes and issue notices or stop work orders as necessary.
- Report inspection results and maintain accurate, detailed records and reports.
- Communicate findings and code requirements to contractors, property owners, architects, and engineers.
- Assist with investigations related to complaints or unsafe structures.
- Collaborate with other municipal officials, including zoning, fire, and health departments.
- Attend training sessions and maintain required licensure and certifications through the New Jersey Department of Community Affairs (DCA).
- Participate in meetings, hearings, or court proceedings as needed.

Position: Electrical Subcode Official

Department: Construction / Building Department

Reports To: Construction Official/Borough Administrator/Governing Body

Position Summary:

The Electrical Subcode Official enforces the **electrical subcode** of the **New Jersey Uniform Construction Code (UCC)**. The position involves plan review, inspections, code enforcement, and supervision of electrical inspectors to ensure that all electrical work complies with the applicable state and local codes and regulations. This role is essential in safeguarding public safety through the oversight of all electrical systems within residential, commercial, and industrial buildings in the municipality.

Key Responsibilities:

- Review electrical plans and permit applications to ensure compliance with the New Jersey UCC electrical subcode (N.J.A.C. 5:23-3.8).
- Conduct field inspections of electrical installations in new construction, renovations, and existing buildings.
- Issue approvals or violations based on inspection results; ensure timely follow-up and re-inspections.
- Prepare and maintain inspection records, correspondence, and reports as required.
- Issue stop work orders or notices of violation when code infractions are found.
- Provide technical assistance and code interpretation to contractors, electricians, architects, engineers, and homeowners.
- Attend meetings, hearings, and court proceedings related to code enforcement as needed.
- Supervise and coordinate with Electrical Inspectors, if applicable.
- Assist the Construction Official in resolving disputes or appeals related to electrical code issues.
- Stay current on changes to code requirements and maintain required continuing education.

Position: Electrical Inspector**Department:** Construction / Building Department**Reports To:** Electrical Subcode Official/Construction Official/Borough Administrator/Governing Body

Position Summary:

The Electrical Inspector conducts inspections of electrical installations in residential, commercial, and industrial buildings to ensure compliance with the New Jersey Uniform Construction Code (UCC), the National Electrical Code (NEC), and other applicable codes and regulations. The inspector identifies code violations, enforces safety standards, and helps maintain public safety by ensuring electrical work is performed in accordance with approved plans and codes.

Key Responsibilities:

- Perform on-site inspections of electrical wiring, equipment, and installations at various stages of construction or alteration.
- Verify that electrical work complies with approved plans, NJUCC electrical subcode, and the National Electrical Code.
- Identify violations and unsafe conditions; issue notices of violation, stop work orders, and ensure corrective actions.
- Maintain detailed records of inspections, violations, and correspondence.
- Communicate inspection results and code requirements to electricians, contractors, property owners, and engineers.
- Assist in investigations related to electrical complaints or unsafe electrical conditions.
- Attend training and maintain required licensure and certifications through the New Jersey Department of Community Affairs (DCA).
- Participate in meetings, hearings, or court proceedings related to electrical inspections when necessary.

Position: Fire SubCode Official

Department: Construction Department

Reports To: Construction Official

Job Summary:

The **Fire Subcode Official** is responsible for enforcing the fire protection subcode of the New Jersey Uniform Construction Code (UCC). This role involves reviewing fire protection plans and permit applications, conducting inspections of fire protection systems, and ensuring compliance with all applicable state and local fire codes and regulations. The Fire Subcode Official works closely with other subcode officials and the Construction Official to maintain public safety and welfare.

Key Responsibilities:

- Review **fire protection plans**, drawings, and permit applications for compliance with the NJ UCC fire protection subcode.
- Conduct inspections of new and existing **fire protection systems**, including fire sprinklers, alarms, suppression systems, and standpipes.
- Identify violations and issue notices of violation or stop work orders as necessary.
- Maintain accurate and up-to-date inspection records, reports, and correspondence.
- Coordinate inspections and communicate with contractors, property owners, engineers, and architects.
- Assist the Construction Official in enforcing fire protection code compliance and addressing code violations.
- Prepare written reports, testify at hearings or appeals, and provide technical assistance related to fire protection codes.
- Attend training and maintain required licenses and certifications through the New Jersey Department of Community Affairs (DCA).
- Collaborate with other municipal departments such as health, zoning, and the local Fire Prevention Bureau when applicable.
- Review and enforce annual permit applications.
- Review and monitor the work of any **Fire Protection Inspectors**.

Position: Fire Inspector

Department: Construction Department

Reports To: Construction Official/Fire Subcode Official

Position Summary:

The Fire Inspector is responsible for conducting inspections and enforcement of fire safety regulations within the municipality. This role involves inspecting fire protection systems, identifying fire hazards, ensuring compliance with the New Jersey Fire Uniform Construction Code. The Fire Inspector works closely with the Fire Subcode Official, local fire departments, and other municipal officials to promote public safety.

Key Responsibilities:

- Inspect fire suppression, detection, alarm, and emergency systems.
- Stay current with changes in fire codes, standards, and regulations.
- Assist the Fire Subcode Official and other municipal officials as necessary.
- Identify code violations, unsafe conditions, and issue notices of violation or stop work orders when necessary.
- Maintain accurate inspection records, reports, and correspondence.
- Communicate inspection findings and code requirements to contractors, plumbers, property owners, and engineers.
- Attend training sessions and maintain required licenses and certifications through the New Jersey Department of Community Affairs (DCA).
- Participate in meetings, hearings, or court proceedings as required.

Position: Housing Inspector**Reports To:** Governing Body / Borough Administrator

Job Summary:

The Housing Inspector is responsible for conducting inspections of residential properties to ensure compliance with New Jersey state and local housing codes, property maintenance ordinances, and health and safety regulations. The inspector identifies code violations, documents findings, and works with property owners, tenants, and landlords to bring properties into compliance.

Key Responsibilities:

- Conduct regular and complaint-driven inspections of rental and owner-occupied residential properties to ensure compliance with housing, building, zoning, and health codes.
- Inspect for violations related to structural integrity, plumbing, electrical, fire safety, sanitation, and occupancy.
- Issue notices of violation or summonses to property owners and follow up to verify corrective action.
- Maintain accurate, detailed records of inspections, violations, correspondence, and compliance status.
- Enforce the New Jersey Uniform Housing Code and municipal ordinances related to property maintenance and occupancy.
- Investigate housing-related complaints received from tenants, residents, or other municipal departments.
- Educate property owners and tenants on code requirements and methods for achieving compliance.
- Testify in municipal court regarding housing code violations, when required.
- Coordinate with other departments, including health, fire, construction, and code enforcement.
- Participate in housing-related programs such as rental property licensing, CO (Certificate of Occupancy) inspections, or lead paint safety initiatives.
- Stay updated on changes to state and local housing and building codes.

Position: Plumbing Subcode Official
Department: Construction Department
Reports To: Construction Official

Position Summary:

The Plumbing Subcode Official is responsible for enforcing the plumbing subcode of the New Jersey Uniform Construction Code (UCC). This role involves reviewing plumbing plans and permit applications, conducting inspections of plumbing installations, and ensuring compliance with all applicable state and local plumbing codes and regulations. The Plumbing Subcode Official works closely with other subcode officials and the Construction Official to maintain public health and safety.

Key Responsibilities:

- Review plumbing plans, drawings, and permit applications for compliance with the NJ UCC plumbing subcode.
- Conduct inspections of new and existing plumbing systems, including water supply, drainage, sewage, and venting systems.
- Identify violations and issue notices of violation or stop work orders as necessary.
- Maintain accurate and up-to-date inspection records, reports, and correspondence.
- Coordinate inspections and communicate with contractors, property owners, engineers, and architects.
- Assist the Construction Official in enforcing plumbing code compliance and addressing code violations.
- Prepare written reports, testify at hearings or appeals, and provide technical assistance related to plumbing codes.
- Attend training and maintain required licenses and certifications through the New Jersey Department of Community Affairs (DCA).
- Collaborate with other municipal departments such as health, zoning, and fire prevention when applicable.
- Review and enforce annual permit applications
- Review and monitor the work of any Plumbing Inspectors

Position: Plumbing Inspector**Department:** Construction / Building Department**Reports To:** Plumbing Subcode Official/Construction Official/Borough Administrator/Governing Body

Position Summary:

The Plumbing Inspector performs inspections of plumbing installations in residential, commercial, and industrial buildings to ensure compliance with the New Jersey Uniform Construction Code (UCC), applicable plumbing codes, and local ordinances. The inspector identifies code violations, enforces safety and health standards, and supports public health through proper enforcement of plumbing regulations.

Key Responsibilities:

- Conduct on-site inspections of plumbing systems during various phases of construction, alteration, or repair.
- Verify that plumbing installations comply with approved plans, the NJUCC plumbing subcode, and applicable state and local regulations.
- Identify code violations, unsafe conditions, and issue notices of violation or stop work orders when necessary.
- Maintain accurate inspection records, reports, and correspondence.
- Communicate inspection findings and code requirements to contractors, plumbers, property owners, and engineers.
- Assist in investigations related to plumbing complaints or suspected code violations.
- Attend training sessions and maintain required licenses and certifications through the New Jersey Department of Community Affairs (DCA).
- Participate in meetings, hearings, or court proceedings as required.

Position: Zoning Officer

Department: Planning & Zoning

Reports To: Municipal Administrator/Governing Body/Planning & Zoning Board

Job Summary:

The Zoning Officer administers and enforces the municipal zoning ordinances and land use regulations in accordance with New Jersey state laws (particularly the **Municipal Land Use Law - MLUL**). This position reviews permit applications, investigates zoning complaints, issues zoning determinations, and works closely with other departments to ensure lawful land development and property use.

Key Responsibilities:

- Review zoning permit applications for compliance with local ordinances and land use regulations.
- Interpret and enforce zoning codes, including use, setback, lot coverage, height, and other requirements.
- Issue zoning permits and certificates of zoning compliance.
- Provide zoning determinations and prepare written decisions.
- Respond to public inquiries regarding zoning and land use regulations.
- Conduct field inspections to investigate zoning violations and complaints.
- Maintain zoning records, maps, and permit files.
- Attend and provide testimony at Planning Zoning Board meetings as necessary.
- Coordinate with construction, floodplain administrator, code enforcement, and planning departments as necessary.
- Draft zoning reports, amendments, and recommendations as requested.
- Issue notices of violation and assist with enforcement proceedings as necessary.
- Perform final as-built site inspection.
- Administer Shade Tree Removal permit process.
- Review Shade Tree Removal application
- Perform site visits for Shade Tree Removal permits

Position: Assistant Zoning Officer

Department: Construction / Building Department

Reports To: Zoning Officer/Borough Administrator/Governing Body

Job Summary:

The Assistant Zoning Officer assists in the administration and enforcement of the municipality's zoning ordinance. This includes reviewing zoning permit applications, performing field inspections, investigating potential zoning violations, and providing information to the public regarding zoning regulations and procedures. The position supports the Zoning Officer in carrying out all related tasks and may act in their place when delegated.

Key Responsibilities:

- Review zoning permit applications for completeness and compliance with municipal zoning ordinances.
- Assist in the interpretation and application of zoning regulations, including permitted uses, setbacks, height restrictions, signage, and land use classifications.
- Conduct site visits and field inspections to verify zoning compliance and investigate zoning complaints or violations.
- Prepare and issue zoning violation notices; follow up to ensure corrective action.
- Respond to public inquiries in person, by phone, or in writing regarding zoning laws, applications, and land use procedures.
- Maintain zoning records, maps, and documentation of applications, decisions, and violations.
- Assist in the preparation of reports and materials for the Zoning Board of Adjustment, Planning Board, or governing body as needed.
- Work closely with other municipal departments such as construction, planning, code enforcement, and legal counsel.
- Attend zoning or planning board meetings as required.

COURT

Position: Court Administrator

Department: Municipal Court

**Reports to: Municipal Judge/Administrative Office of the Courts/Borough Administrator/
Governing Body**

Job Summary:

The Court Administrator is responsible for managing the daily operations of the municipal court, ensuring the efficient administration of justice in compliance with New Jersey Court Rules, administrative directives, and state laws. This includes supervising court staff, maintaining records, overseeing case flow management, and coordinating with various stakeholders including law enforcement, attorneys, and the public.

Key Responsibilities:

- Plan, organize, and direct all administrative functions of the municipal court.
- Supervise and train court staff, including deputy court administrators, violations clerks, and other support personnel.
- Maintain accurate court records and manage case flow using NJ Judiciary systems such as ATS/ACS and eCourts.
- Schedule court sessions, prepare dockets, and provide administrative support to the Municipal Judge.
- Collect and account for fines, fees, and bail in accordance with judiciary policies and local finance regulations.
- Ensure compliance with New Jersey Court Rules, AOC directives, and municipal policies.
- Serve as liaison between the court and other agencies such as police departments, prosecutors, defense attorneys, and probation officers.
- Handle public inquiries, provide information about court procedures, and ensure courteous and professional customer service.
- Process complaints, warrants, and court orders with accuracy and timeliness.
- Prepare reports for the Administrative Office of the Courts and the municipality.

Department Head Responsibilities

- Oversee employee performance, including conducting evaluations.
- Review and approve leave requests, work schedules and timesheets as outlined in the Borough's Personnel Policies and Procedures Manual.
- Address employee misconduct and performance issues.
- Recommend and/or administer disciplinary actions (verbal warnings, written reprimands, suspensions, of termination) following proper procedures.

Exempt Status

In accordance with the Borough's Personnel Policies and Procedures, the Court Administrator position, under the Fair Labor Standards Act, is exempt from overtime based on the following:

-Compensation on a salary or fee basis (as defined in the regulations) is at a rate not less than \$1128 per week;

- Primary duty is the performance of office or non-manual work directly related to the management or general business operations of the Borough;

- Primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.

Position: Deputy Court Administrator

Department: Municipal Court

Reports to: Court Administrator/Municipal Judge/Borough Administrator/Governing Body

Job Summary:

The Deputy Court Administrator assists the Court Administrator in managing the daily operations of the municipal court. This includes overseeing court staff, managing case flow, maintaining accurate records, and ensuring compliance with New Jersey Court Rules and Administrative Office of the Courts (AOC) directives. The Deputy also acts as the Court Administrator in their absence.

Key Responsibilities:

- Support the Court Administrator in the administration of municipal court functions, including scheduling, case management, and recordkeeping.
- Supervise and train court personnel such as violations clerks and administrative staff.
- Assist in preparing court dockets and managing court sessions.
- Oversee the collection and accounting of fines, fees, and bail monies.
- Ensure compliance with New Jersey Court Rules, Administrative Office of the Courts policies, and municipal regulations.
- Serve as a point of contact for the public, law enforcement, attorneys, and other court stakeholders.
- Manage the processing of warrants, complaints, summonses, and court orders.
- Maintain court records and reports using Judiciary case management systems (e.g., ATS/ACS, eCourts).
- Prepare required reports for the Administrative Office of the Courts and municipal officials.
- Perform duties of the Court Administrator in their absence.

Position: Violations Clerk**Department:** Municipal Court**Reports to:** Court Administrator/Deputy Court Administrator/Municipal Judge/Borough Administrator/Governing Body**Job Summary:**

The Violations Clerk is responsible for managing and processing municipal court violations, including traffic tickets, parking summonses, and other ordinance violations. The clerk ensures accurate data entry, processes payments, schedules court appearances, and provides customer service to defendants and attorneys in compliance with New Jersey court procedures and local regulations.

Key Responsibilities:

- Receive, review, and enter violations and summonses into the municipal court system accurately.
- Process payments for fines, fees, and court costs via cash, check, credit card, or online payment systems.
- Schedule court dates and notify defendants of hearings or required appearances.
- Respond to inquiries from the public, attorneys, and law enforcement regarding violations and court procedures.
- Maintain and update violation records in accordance with New Jersey Administrative Office of the Courts guidelines.
- Assist with the preparation and distribution of court paperwork, including warrants and notices.
- Coordinate with municipal judges, prosecutors, and law enforcement agencies.
- Ensure compliance with all state and local laws related to violations and court processing.
- Perform other clerical duties such as filing, copying, and maintaining office supplies.

Position: Administrative Assistant – Municipal Court

Department: Oceanport Municipal Court

Reports To: Municipal Court Administrator and/or Judge

Employment Type: Full-Time or Part-Time

Position Summary:

The **Administrative Assistant – Court** provides clerical and administrative support to the operations of the **Municipal Court**, ensuring that all court processes and records are maintained in accordance with **New Jersey Court Rules, municipal procedures, and judicial standards**. The role involves significant public interaction, recordkeeping, and data entry responsibilities, often in a fast-paced legal environment.

Key Responsibilities:

- Assist in preparing, processing, and maintaining court documents such as complaints, summonses, warrants, notices, and dispositions.
- Answer phones, greet the public, and respond to inquiries regarding court appearances, fines, case status, and procedures.
- Schedule court appearances and notify all relevant parties (defendants, attorneys, police officers, etc.).
- Record and enter case data into New Jersey Judiciary systems (e.g., **ATS/ACS, eCourts, MACS**).
- Collect fines, fees, and restitution payments; issue receipts and balance daily cash drawer.
- Assist the Municipal Court Administrator in preparing for and managing court sessions, including courtroom setup, docket preparation, and case files.
- Process time payments, warrants, license suspensions, and other court orders in coordination with MVC and state systems.
- Maintain confidentiality of court records and proceedings in accordance with NJ Court Rules and municipal policy.
- May assist with compiling statistical or financial reports for the Administrative Office of the Courts (AOC) or governing body.

Position: Municipal Court Judge

Department: Oceanport Municipal Court

Reports To: Administrative Office of the Courts (AOC), Borough Administrator, and Municipality's Governing Body

Appointment Term: 3 Years (as set by N.J.S.A. 2B:12-4)

Position Summary:

The **Municipal Court Judge** presides over a local New Jersey municipal court, which handles **disorderly persons offenses, traffic violations, ordinance violations, small claims, fish and game cases, parking offenses, and preliminary hearings for criminal matters**. The judge ensures fair, impartial, and timely administration of justice in accordance with New Jersey laws, statutes, court rules, and constitutional rights.

Key Responsibilities:

- Preside over municipal court sessions and adjudicate cases including:
 - Traffic violations (DUI/DWI, speeding, reckless driving, etc.)
 - Disorderly and petty disorderly persons offenses
 - Municipal ordinance and code violations
 - Parking and housing code violations
 - Preliminary criminal matters (e.g., bail hearings, probable cause determinations)
- Rule on motions, accept pleas, impose sentences, set fines or jail terms within statutory limits.
- Ensure that defendants understand their rights and court procedures, especially self-represented individuals.
- Maintain order and decorum in the courtroom.
- Work with court personnel (e.g., Court Administrator, Prosecutor, Public Defender) to ensure efficient case management.
- Review legal documents, warrants, and complaints for legal sufficiency.
- Follow judicial ethics and all rules set forth by the New Jersey Code of Judicial Conduct.
- Participate in judicial education and continuing legal education (CLE) programs as required.

Position: Municipal Public Defender

Department: Oceanport Municipal Court

Reports To: Governing Body/Borough Administrator

Employment Type: Part-Time (Appointed by Governing Body)

Term: 1 Year (per N.J.S.A. 2B:24-3)

Position Summary:

The **Municipal Public Defender** represents **indigent defendants** in **New Jersey Municipal Court** who are charged with **disorderly persons offenses, traffic violations, and other quasi-criminal matters** where there is a likelihood of incarceration, license suspension, or significant fines. The Public Defender ensures that all defendants receive fair legal representation and that their constitutional rights are protected throughout the court process.

Key Responsibilities:

- Provide legal defense to eligible individuals charged with:
 - Disorderly and petty disorderly persons offenses
 - DUI/DWI and serious traffic violations
 - Municipal ordinance violations carrying potential jail time or serious penalties
- Interview clients to understand the facts of the case and provide legal counsel.
- Review police reports, discovery, and evidence; file motions where necessary.
- Represent clients in all phases of the case, including:
 - Arraignments
 - Pretrial conferences
 - Plea negotiations
 - Motions
 - Trials and sentencing
- Advocate for alternatives to incarceration, including conditional discharge, community service, or diversion programs.
- Maintain client confidentiality and comply with ethical rules of conduct.
- Keep accurate case records and submit reports or time logs to the court if required.

Position: Municipal Prosecutor

Department: Oceanport Municipal Court

Reports To: Municipal Governing Body/Borough Administrator

Employment Type: Part-Time or Full-Time (Appointed by Governing Body)

Term: One Year (per N.J.S.A. 2B:25-4), unless otherwise stated

Position Summary:

The **Municipal Prosecutor** is responsible for representing the **State of New Jersey** and the **municipality** in the prosecution of cases in **Municipal Court**. This includes all **disorderly persons offenses, traffic violations, local ordinance violations**, and certain **quasi-criminal matters**. The Municipal Prosecutor ensures that justice is fairly administered while protecting the public interest and adhering to the **Rules of Court, Rules of Evidence**, and **state law**.

Key Responsibilities:

- Prosecute all cases within the jurisdiction of the municipal court, including:
 - **Traffic offenses**, including DWI/DUI
 - **Disorderly persons and petty disorderly persons offenses**
 - **Municipal ordinance violations**
 - **Health, housing, zoning, and code enforcement violations**
 - **Fish and game, SPCA, and other agency complaints**
- Review, assess, and prepare all complaints, summonses, and case files prior to court sessions.
- Represent the municipality in pretrial conferences, motions, plea negotiations, and trials.
- Interact professionally with police officers, code enforcement officers, court staff, public defenders, and pro se defendants.
- Advise law enforcement personnel on probable cause, charging decisions, and evidence sufficiency.
- Recommend appropriate sentencing and penalties, including fines, community service, or license suspension, within statutory limits.
- Handle appeals or post-judgment matters as required.
- Maintain confidentiality and uphold all ethical and legal standards under the **New Jersey Rules of Professional Conduct**.

FINANCE

Position: CMFO (Certified Municipal Finance Officer)

Reports To: Governing Body / Borough Administrator

Statutory Authority & Appointment

- NJ law (N.J.S.A. 40A:9-140.1 et seq.) mandates that every municipality must appoint a **Certified Municipal Finance Officer (C.M.F.O.)**, who may not be a member of the governing body.
- Appointment is typically made by the governing body (e.g., mayor and council or county board) and often follows the title of Director of Finance or Treasurer.

Qualifications & Certification Requirements

- Must hold a **Municipal Finance Officer Certificate** issued by the NJ Department of Community Affairs (NJ-DLGS).
- Required qualifications:
 - A four-year college degree (business, accounting, finance, or equivalent), or
 - A combination of experience: **four years** in eligible public finance roles if degree is lacking (with up to two years of college credit acceptable for substitution).
- Must complete state-approved training courses in municipal finance administration, budgeting, capital and trust fund accounting, utility fund accounting, current fund accounting I & II, financial management, and annual statement preparation.
- Must pass exams (typically offered semi-annually) and meet citizenship, age (21+), and moral character requirements.

Key Duties & Responsibilities

Under NJ Admin Code (N.J.A.C. 5:32-2.1) and municipal code language, the C.M.F.O. is required to:

- Serve as **custodian of public funds** and oversee daily financial operations:
 - Prepare and reconcile all financial records (e.g. ledgers, schedules, statements).
 - Monitor budgeted appropriations and revenue accounts.
- Lead preparation of the **annual operating and capital budgets** in coordination with department heads and the Governing Body.
- Develop internal financial controls, procedures, and training to safeguard assets; oversee claim payments, petty cash, and change funds.
- Manage investments, debt issuance, bond administration, and ensure compliance with Local Bond Law and Local Public Contracts Law (N.J.S.A. 40A:2 and 40A:11).
- Serve as **principal financial advisor**, continuously informing and guiding the mayor, council, administrator, and departments on fiscal policy, projections, revenue, surplus, tax cap issues, and long-term planning.
- Ensure compliance with relevant statutes, regulations and audit requirements (Local Budget Law, Local Fiscal Affairs Law, bond/disclosure rules, division of DCA directives, IRS rules on tax-exempt debt, etc.).
- May supervise finance department personnel, tax collection, treasury operations,

and coordinate across multiple departments as needed.

Department Head Responsibilities

- Oversee employee performance, including conducting evaluations.
- Review and approve leave requests, work schedules and timesheets as outlined in the Borough's Personnel Policies and Procedures Manual.
- Address employee misconduct and performance issues.
- Recommend and/or administer disciplinary actions (verbal warnings, written reprimands, suspensions, of termination) following proper procedures.

Exempt Status

In accordance with the Borough's Personnel Policies and Procedures, the CMFO position, under the Fair Labor Standards Act, is exempt from overtime based on the following:

- Compensation on a salary or fee basis (as defined in the regulations) is at a rate not less than \$1128 per week;
- Primary duty is the performance of office or non-manual work directly related to the management or general business operations of the Borough;
- Primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.

Position: Administrative Assistant - Finance**Reports To:** CFO/Governing Body/Borough Administrator

Job Summary:

The Administrative Assistant in Finance provides essential administrative support to the finance department, assisting with financial recordkeeping, data entry, reporting, and general office management. This role requires strong organizational skills, attention to detail, and the ability to handle confidential financial information in compliance with company policies and New Jersey regulations.

Key Responsibilities:

- Assist the finance team with daily administrative tasks including preparing financial documents, reports, and spreadsheets.
- Perform data entry and maintain accurate financial records in accounting software or databases.
- Handle incoming calls, emails, and correspondence related to finance operations.
- Assist in processing invoices, purchase orders, expense reports, and payment requests.
- Support month-end and year-end closing procedures by gathering and organizing relevant documentation.
- Maintain filing systems for financial documents, ensuring compliance with confidentiality and record retention policies.
- Liaise with vendors, clients, and internal departments to facilitate smooth financial operations.
- Prepare routine reports and presentations for finance managers and executives.
- Provide backup support for other administrative or finance functions as needed.

Position: Board of Health Secretary

Department: Board of Health

Reports To: Health Officer/Borough Administrator/Governing Body

Job Summary:

The Board of Health Secretary performs administrative and clerical duties to support the functions of the **Municipal Board of Health**. This includes preparing meeting agendas and minutes, maintaining official records, coordinating communication between the public and the board, and ensuring compliance with New Jersey Open Public Meetings Act (OPMA) requirements. The position may also assist in basic public health-related administrative functions under the direction of the Health Officer or Board members.

Key Responsibilities:

- Prepare and distribute meeting notices, agendas, and backup materials in accordance with OPMA requirements.
- Attend Board of Health meetings; record and transcribe accurate meeting minutes.
- Maintain official records of Board resolutions, ordinances, correspondence, and meeting minutes.
- Schedule and coordinate meetings, hearings, or public health events.
- Serve as liaison between the Board, municipal officials, the public, and the local/regional health department.
- Respond to public inquiries regarding Board of Health policies, ordinances, and procedures.
- Assist in the preparation and submission of reports, budgets, and correspondence on behalf of the Board.
- Maintain up-to-date files on local health codes, regulations, and licensing (e.g., food establishments, septic permits, etc.) when applicable.
- Coordinate with state and county health agencies as directed by the Health Officer or Board members.
- Process applications or renewals for licenses or permits (e.g., retail food, pet shops, etc.), if required by local ordinance.
- Help manage complaints, notices of violations, or other enforcement records under the Board's authority.

Position: Registrar of Vital Statistics

Department: Board of Health/Administrator

Reports To: Borough Administrator/Governing Body/Director of Health

Job Summary:

The Registrar of Vital Statistics is responsible for the accurate and timely registration, maintenance, and issuance of vital records, including births, deaths, marriages, civil unions, and domestic partnerships, in accordance with New Jersey state laws and regulations. The Registrar also processes applications for marriage and civil union licenses and may perform ceremonies as authorized.

Key Responsibilities:

- Register and maintain official records of births, deaths, fetal deaths, marriages, civil unions, and domestic partnerships occurring within the municipality.
- Issue certified copies of vital records to legally eligible individuals.
- Process marriage and civil union license applications and ensure applicants meet all legal requirements.
- Provide information to the public regarding vital statistics procedures and requirements while ensuring confidentiality and compliance with privacy laws.
- Report required data and statistics to the **New Jersey Department of Health**, Office of Vital Statistics and Registry (OVSR).
- Review and verify accuracy of data submitted by funeral directors, hospitals, and officiants.
- May perform marriage or civil union ceremonies if authorized by the municipality.
- Maintain and safeguard official records and logs in accordance with retention and archival standards.
- Collect fees, issue receipts, and maintain financial records related to vital statistics transactions.
- Prepare monthly and annual reports as required by the NJ Department of Health.

Position: Deputy Registrar of Vital Statistics

Department: Board of Health/Administrator

Reports To: Registrar of Vital Statistics/Health Officer/Administrator/Governing Body

Job Summary:

The Deputy Registrar of Vital Statistics assists the Registrar in administering and maintaining the official records of **births, deaths, marriages, civil unions, and domestic partnerships** within the municipality, in accordance with **New Jersey state law**. This position provides backup coverage for the Registrar and may act as Registrar in their absence.

Key Responsibilities:

- Assist with registering births, deaths, fetal deaths, marriages, civil unions, and domestic partnerships that occur within the municipality.
- Issue certified copies of vital records in compliance with NJ Department of Health regulations and privacy laws.
- Process applications for marriage and civil union licenses and ensure legal requirements are met.
- Maintain confidential records and enter data into the **New Jersey Electronic Death Registration System (EDRS)** and **Vital Statistics Registration System (VSRS)**.
- Provide information to the public regarding vital records procedures, requirements, and forms.
- Prepare routine correspondence and reports as required.
- Collect and account for fees; maintain financial records associated with vital statistics services.
- Assist in monthly and annual reporting to the **New Jersey Office of Vital Statistics and Registry (OVSR)**.
- Ensure all records are filed, stored, and disposed of according to state retention schedules.
- Act as Registrar in their absence, performing all statutory functions of the office.

Position: Tax Assessor

Department: Tax Assessment

Reports To: Borough Administrator/Governing Body

Position Summary:

The Tax Assessor is responsible for identifying, listing, and valuing all real property within the municipality in accordance with the New Jersey Division of Taxation guidelines. The Assessor ensures that property assessments are fair, equitable, and in compliance with state statutes, and prepares the municipal tax list for the purpose of property taxation.

Key Responsibilities:

- Determine the value of all taxable and exempt real property in the municipality.
 - Maintain and update property records, including changes due to construction, demolition, or subdivision.
 - Process and review property tax deductions (e.g., senior citizens, veterans, disabled persons).
 - Defend assessments at County Tax Board and State Tax Court hearings.
 - Inspect new construction and renovations for valuation purposes.
 - Provide assessment data for the annual tax rate calculation.
 - Prepare and submit required reports to the NJ Division of Taxation and County Board of Taxation.
 - Respond to inquiries from property owners and the public in a professional manner.
 - Coordinate and oversee revaluation and reassessment programs.
 - Collaborate with zoning and construction officials on property developments and permits.
-

Position: Tax Collector

Reports To: Governing Body / Borough Administrator

Statutory Authority & Appointment

- Under N.J.S.A. 40A:9-141 et seq., each municipality must appoint a Municipal Tax Collector for a four-year term that begins January 1 following appointment. Vacancies are filled for the unexpired term by municipal appointment.
- The Collector must hold a Certified Tax Collector (CTC) certificate from the NJ Division of Local Government Services; no appointment or reappointment may occur without it.

Core Duties & Responsibilities (per N.J.A.C. 5:32-3.1)

Billing & Roll Preparation

- Determine and notify taxpayers of taxes due.
- Collaborate with assessors and the county board of taxation.
- Implement billing systems and understand exemptions or abatements.
- Use electronic processing for tax rolls and billing.

Collection & Accounting

- Receive and log payments accurately.
- Manage and reconcile municipal funds.
- Maintain detailed records and process electronic transactions.

Delinquency Enforcement

- Apply interest on overdue accounts, initiate liens, conduct tax sales, and assist in foreclosing municipally-held certificates.

Reporting & Compliance

- Provide regular reports on collections, adjustments, and balances to the governing body.
- Ensure compliance with municipal tax statutes, rules, and DCA directives

FIRE PREVENTION

Position: Fire Administrator**Reports To:** Governing Body/Borough Administrator/Fire Chief

Job Summary:

The Fire Administrator is responsible for overseeing the administrative, operational, and financial functions of a municipal fire department or fire district. This role includes coordinating fire prevention programs, managing department budgets, ensuring regulatory compliance, and supporting emergency preparedness efforts in accordance with New Jersey state laws and local ordinances. The Fire Administrator works closely with the Fire Chief, municipal officials, and other public safety agencies.

Key Responsibilities:

- Oversee daily administrative operations of the fire department, including budgeting, staffing, recordkeeping, and procurement.
- Assist in the preparation and management of the department's annual operating and capital budgets.
- Ensure department compliance with New Jersey Division of Fire Safety regulations, OSHA standards, NFPA codes, and local ordinances.
- Maintain records and reports related to personnel, training, equipment, incident responses, and inspections.
- Coordinate with the Fire Chief to support strategic planning, training programs, mutual aid agreements, and emergency response readiness.
- Serve as liaison between the fire department and municipal departments, boards, and external agencies.
- Oversee fire prevention and public education programs, including community outreach and inspection services.
- Assist with grant research, application, administration, and compliance.
- Respond to inquiries from the public, governing bodies, and the media as appropriate.
- Provide administrative support during emergency operations or large-scale incidents.

Position: Fire Official**Department:** Fire Prevention Bureau**Reports To:** Borough Administrator/Governing Body

Position Summary:

The Fire Official is responsible for enforcing the New Jersey Uniform Fire Code and local fire prevention ordinances. This includes conducting fire inspections, investigating fires, reviewing building plans for fire safety compliance, and ensuring public safety through education and enforcement activities. The Fire Official may supervise fire inspectors and coordinate with other municipal departments and agencies.

Essential Duties and Responsibilities:

- Enforce the New Jersey Uniform Fire Code (N.J.A.C. 5:70) and local fire prevention ordinances.
- Conduct inspections of residential, commercial, industrial, and public buildings for fire hazards and code compliance.
- Review construction plans, permits, and modifications for adherence to fire safety regulations.
- Investigate fire incidents, causes, and origin; coordinate with fire investigators and law enforcement as needed.
- Issue notices of violation, stop-work orders, and summonses for fire code infractions.
- Maintain accurate records of inspections, investigations, complaints, and enforcement actions.
- Provide fire prevention education programs for the community, schools, and businesses.
- Respond to citizen complaints regarding fire hazards and investigate concerns promptly.
- Coordinate with building officials, police, emergency services, and state fire marshals.
- Supervise and train fire inspectors or clerical staff assigned to fire prevention.
- Attend municipal meetings and serve as the official representative on fire prevention matters.
- Stay current with changes in fire codes, regulations, and best practices.
- Prepare reports and testify in administrative hearings or court as necessary.

POLICE

Position: Chief of Police

Department: Police Department

Reports To: Mayor / Borough Administrator / Public Safety Director / Governing Body

Position Summary:

The Chief of Police is the executive head of the Police Department and is responsible for the overall leadership, administration, and strategic direction of the agency. The Chief ensures the effective delivery of police services to the community while upholding the laws of the State of New Jersey, municipal ordinances, and all applicable regulations and guidelines.

The position requires a high degree of professionalism, integrity, leadership, and commitment to public service, with a focus on community engagement, accountability, and modern policing practices.

Key Responsibilities:

- Plan, organize, direct, and manage all activities of the Police Department, including patrol, investigations, traffic, internal affairs, and support services.
- Develop and implement department policies, procedures, and strategic plans in compliance with local, state, and federal laws, as well as New Jersey Attorney General Guidelines and the NJSA 40A:14 statutes.
- Directly supervise command staff and oversee personnel management, including hiring, training, performance evaluations, discipline, and labor relations (in coordination with municipal administration).
- Oversee department budgeting, purchasing, equipment acquisition, and capital planning.
- Maintain accurate records and ensure timely submission of all required reports to state and federal agencies (e.g., UCR/NIBRS, OPRA compliance).
- Foster positive relationships with the community, civic leaders, local organizations, and other law enforcement agencies.
- Serve as the public face of the department at meetings, community forums, and during media interactions.
- Ensure department adherence to best practices in law enforcement, including use-of-force policies, de-escalation training, and ethical standards.
- Lead emergency management planning and coordinate the department's response to critical incidents, natural disasters, and large-scale events.
- Evaluate and implement new technologies and crime prevention initiatives.

Position: Police Captain

Department: Police Department

Reports To: Chief of Police

Position Summary:

The Police Captain is a senior command-level position responsible for supervising and directing the operations of one or more divisions within the Police Department, such as Patrol, Investigations, or Administration. The Captain ensures effective law enforcement services, adherence to departmental policies, and coordination with the Chief of Police in implementing strategic objectives and public safety goals.

Essential Duties and Responsibilities:

- Assist the Chief of Police in planning, organizing, and directing the overall operations of the department.
- Supervise and evaluate the performance of lieutenants, sergeants, and other personnel.
- Develop and implement operational policies and procedures.
- Monitor and ensure compliance with local, state, and federal laws, as well as department rules and regulations.
- Command departmental units during emergency situations or major incidents.
- Oversee criminal investigations, patrol functions, traffic enforcement, community policing, or administrative services (depending on assignment).
- Coordinate and manage personnel assignments, scheduling, and deployment.
- Review reports, case files, and statistical data for accuracy, trends, and effectiveness.
- Recommend disciplinary actions or commendations based on employee performance.
- Prepare operational reports and present recommendations to the Chief of Police.
- Represent the department at community events, public meetings, or interagency collaborations.
- Act as the Chief of Police in their absence, when designated.

Position: Police Lieutenant

Department: Police Department

Reports To: Police Captain or Chief of Police

Job Summary:

The Police Lieutenant serves as a mid-level supervisor responsible for overseeing the daily operations of a division, unit, or shift within the police department. The Lieutenant ensures compliance with departmental policies and procedures, directs subordinate personnel, and assists in administrative tasks, investigations, and strategic planning. This role plays a vital part in maintaining public safety and the integrity of law enforcement services.

Essential Duties and Responsibilities:

- Supervise and coordinate the activities of Sergeants, Officers, Detectives, and civilian staff.
- Oversee operations of patrol, investigations, traffic, community policing, or other divisions as assigned.
- Review and approve reports, arrest documents, and incident summaries.
- Monitor department performance and ensure adherence to legal and procedural standards.
- Conduct internal investigations and assist with disciplinary procedures when necessary.
- Assist in developing and implementing departmental policies, procedures, and training programs.
- Prepare reports, statistics, and recommendations for upper command.
- Respond to major incidents or emergencies and assume command at critical scenes.
- Liaise with the public, community organizations, and other law enforcement agencies.
- Serve as acting Captain or assume command responsibilities when higher-ranking officers are absent.
- Participate in budget preparation and resource allocation for their division.

Position: Police Sergeant

Department: Police Department

Reports To: Police Lieutenant / Captain / Chief of Police

Position Summary:

The Police Sergeant is the first-line supervisory position in the department and is responsible for directing, supervising, and evaluating the activities of police officers and/or detectives. The Sergeant ensures that department rules, regulations, and policies are followed and that personnel under their supervision perform their duties lawfully, efficiently, and professionally.

Essential Duties and Responsibilities:

- Supervise and direct the daily activities of assigned officers or detectives, including patrol, investigations, traffic enforcement, or special units.
- Conduct roll calls, issue assignments, and provide instruction or direction as needed.
- Monitor the performance of subordinate officers and provide coaching, evaluations, and, when necessary, recommendations for discipline.
- Respond to major incidents, crime scenes, or emergencies to provide leadership and ensure appropriate actions are taken.
- Review and approve incident reports, summonses, arrests, and other official documents for accuracy and completeness.
- Enforce departmental policies, procedures, and New Jersey Attorney General Guidelines.
- Ensure proper use and maintenance of police equipment and vehicles.
- Act as liaison between officers and higher-ranking command staff.
- Prepare reports, maintain records, and assist with investigations as assigned.
- Conduct or assist in training and development of junior officers.
- Serve as officer-in-charge (OIC) in the absence of a Lieutenant or other command staff.
- Maintain professional relationships with the public and ensure community policing goals are met.

Position: Patrol Officer

Department: Police Department

Reports To: Police Sergeant / Shift Supervisor

Position Summary:

The Patrol Officer is a sworn law enforcement officer responsible for maintaining public safety, enforcing laws and ordinances, protecting life and property, preventing crime, and responding to emergency and non-emergency calls for service. The officer serves as the front line of policing in the community and is expected to carry out duties professionally, fairly, and in accordance with department policy and New Jersey law.

Essential Duties and Responsibilities:

- Patrol assigned areas in a vehicle, on foot, or by bicycle to deter and detect criminal activity.
- Respond promptly to calls for service, including emergencies, traffic incidents, crimes in progress, and public disturbances.
- Investigate criminal and non-criminal incidents, complete thorough written reports, and collect evidence as needed.
- Make arrests based on probable cause and in accordance with New Jersey statutes and constitutional guidelines.
- Enforce all applicable local ordinances, state laws (Titles 2C and 39), and federal laws.
- Issue summonses for motor vehicle and ordinance violations.
- Provide traffic control and crowd management at accidents, events, and emergency scenes.
- Assist victims of crime and ensure proper referral to support services.
- Testify in municipal, superior, and federal courts as required.
- Prepare clear, accurate, and timely reports and documentation.
- Operate police radios, computers, body-worn cameras, and other department-issued equipment.
- Attend department training and maintain all required certifications.
- Engage in community policing initiatives and maintain positive relationships with the public.

Position: Class I Special Law Enforcement Officer (SLEO I)

Department: Police Department

Reports To: Shift Supervisor or Designated Police Officer

Job Summary:

A **Class I Special Law Enforcement Officer (SLEO I)** is a temporary or part-time police officer appointed under **N.J.S.A. 40A:14-146.8 et seq.** They perform limited, non-law enforcement duties such as traffic control, crowd management, and other routine public safety tasks. Class I officers do not carry firearms and have limited police powers.

Essential Duties and Responsibilities:

- Perform traffic and pedestrian control duties at special events, parades, construction sites, or school crossings.
- Enforce local ordinances related to quality-of-life issues, such as noise or park regulations.
- Provide crowd control assistance at community events or emergency scenes.
- Patrol parks, boardwalks, beaches, and municipal properties to ensure public compliance with regulations.
- Assist with court security, building security, or front desk operations as directed.
- Act as a liaison with the public and provide general assistance or information.
- Maintain radio contact with headquarters and report suspicious activity.
- Prepare simple reports and submit documentation as needed.
- Follow orders and direction from full-time sworn officers and supervisors.

Position: Class II Special Law Enforcement Officer (SLEO II)

Department: Police Department

Reports To: Police Chief / Command Staff

Position Summary:

Class II Special Law Enforcement Officers (SLEO II) are appointed under N.J.S.A. 40A:14-146.12 and are authorized to perform full law enforcement duties with police powers similar to full-time officers but generally within limited assignments or under certain restrictions. SLEO II officers assist municipal police departments by providing additional enforcement capacity, often focusing on patrol, investigations, or special operations.

Essential Duties and Responsibilities:

- Enforce all applicable local, state, and federal laws, including criminal and traffic laws.
- Perform patrol duties on foot or vehicle to deter and detect crime.
- Respond to calls for service, emergencies, and incidents requiring law enforcement intervention.
- Conduct investigations, interviews, and gather evidence as necessary.
- Make arrests and issue summonses in accordance with New Jersey laws.
- Testify in court as needed regarding cases and enforcement actions.
- Provide traffic control, crowd management, and special event security.
- Assist in community policing and public safety initiatives.
- Prepare detailed reports, maintain records, and document incidents accurately.
- Attend and complete all required training courses mandated by the New Jersey Police Training Commission (PTC).
- Follow departmental policies, procedures, and directives.
- Work collaboratively with other law enforcement agencies and municipal departments.

Position: Class III Special Law Enforcement Officer (SLEO III)

Department: Police Department

Reports To: Police Chief / Command Staff

FLSA Status: Non-Exempt / Part-Time

Job Type: Part-Time / Temporary / As Needed

Salary: [Insert hourly wage or stipend]

Position Summary:

Class III Special Law Enforcement Officers (SLEO III) are appointed under N.J.S.A. 40A:14-146.13 and generally provide security and law enforcement services within specific municipal environments. Their police authority is limited to specific geographic areas such as public municipal facilities and often under the supervision of the police.

Essential Duties and Responsibilities:

- Provide security and law enforcement services within assigned municipal facilities, or designated areas.
- Enforce applicable municipal ordinances and state laws within jurisdictional limits.
- Conduct patrols, respond to incidents, and monitor premises for safety and security.
- Investigate complaints, disturbances, or suspicious activity, and report findings.
- Maintain order, prevent crime, and assist residents or employees in the assigned area.
- Prepare and submit reports related to activities and incidents.
- Collaborate with full-time law enforcement officers and other agencies as needed.
- Attend and complete all required training, including those mandated by the NJ Police Training Commission (PTC).
- Follow departmental policies, procedures, and directives.
- May assist in crowd control, emergency response, or special details.

Position: Administrative Assistant – Police Department

Department: Police Department

Reports To: Chief of Police or Designee

Position Summary:

The Administrative Assistant performs a wide range of administrative and clerical duties to support the daily operations of the Police Department. This position requires discretion, attention to detail, and the ability to handle sensitive and confidential information.

Key Responsibilities:

- Provide administrative support to the Chief of Police and other command staff.
- Answer and direct incoming phone calls and greet visitors in a professional manner.
- Prepare and maintain departmental reports, correspondence, memos, and other records.
- Process police records, accident reports, permits, and other public documents.
- Schedule appointments, meetings, and maintain calendars for command staff.
- Maintain files and records in accordance with departmental policies and New Jersey records retention laws.
- Assist with payroll entry and timekeeping functions for department personnel.
- Process purchase orders, requisitions, and track department expenditures.
- Assist with compiling and submitting local, state, and federal reports (e.g., UCR/NIBRS).
- Coordinate with other municipal departments, agencies, and the public as needed.
- Perform data entry, filing, scanning, and electronic records management.
- Handle confidential and sensitive information with integrity and discretion.
- Assist in preparation for audits and inspections.
- Perform other duties as assigned by supervisory personnel.

Position: Records Clerk

Department: Police Department

Reports To: Chief of Police

Position Summary:

The Records Clerk performs administrative, clerical, and data management duties related to police records, reports, and official documents. The position involves handling sensitive and confidential information, responding to public and agency requests, and ensuring compliance with records retention and privacy laws under New Jersey statutes and Attorney General Guidelines.

Essential Duties and Responsibilities:

- Process, file, and maintain police reports, incident reports, arrest records, accident reports, and other law enforcement documents.
- Respond to public records requests (OPRA), following applicable NJ Open Public Records Act procedures.
- Maintain confidentiality and security of all criminal justice records in compliance with departmental policies and state laws.
- Enter, retrieve, and update data in computerized record management systems (RMS) and other law enforcement databases (e.g., NCIC, CAD, ATS/ACS).
- Prepare reports and compile data for internal use or submission to local, county, state, or federal agencies (e.g., UCR/NIBRS).
- Process fingerprint cards, background checks, discovery requests, and expungement notices.
- Perform data entry of summonses, accident reports, and criminal complaints.
- Assist officers, detectives, attorneys, and the public with record-related inquiries in person, by phone, or by email.
- Handle walk-in requests for reports, permits, and records, ensuring proper identification and authorization.
- Scan, digitize, and archive records in accordance with New Jersey Division of Archives and Records Management (DARM) guidelines.
- Prepare certified copies of reports for court, insurance, or official use.
- Perform general office duties including filing, photocopying, mailing, and other administrative tasks as needed.

Position: School Crossing Guard**Department:** Police Department / Traffic Safety Division**Reports To:** Traffic Safety Officer / Crossing Guard Supervisor / Police Sergeant

Position Summary:

The School Crossing Guard is a part-time civilian position responsible for ensuring the safe crossing of students and pedestrians at designated school crossings. The position plays a vital public safety role and is under the direction of the Police Department or other municipal authority.

Essential Duties and Responsibilities:

- Assist children and other pedestrians in safely crossing streets at designated times and locations.
- Use hand signals, stop signs, and other safety equipment to control traffic and ensure pedestrian safety.
- Remain visible and alert while on duty, wearing department-issued uniform and safety gear.
- Report traffic violations, suspicious activity, or unsafe conditions to police or school officials.
- Maintain order at crossing locations and interact courteously with the public, students, and motorists.
- Follow department protocols and instructions regarding emergency procedures or inclement weather.
- Maintain consistent attendance and adhere to assigned schedules during school arrival and dismissal times.
- Participate in training sessions and meetings as required.

PUBLIC WORKS

Position: Certified Public Works Manager (CPWM)**Department:** Department of Public Works**Reports to:** Borough Administrator / Mayor / Governing Body**Job Summary:**

The Certified Public Works Manager (CPWM) is responsible for the planning, organization, direction, and oversight of the Department of Public Works (DPW) in compliance with New Jersey state laws and local ordinances. This includes the effective delivery of services such as sanitation, street maintenance, stormwater management, fleet management, parks maintenance, and municipal facilities. The Certified Public Works Manager is a Department Head position.

Essential Duties and Responsibilities:

- Administer and manage daily operations of the DPW, including supervision of departmental staff and coordination of services.
- Prepare and manage budgets for public works activities and capital improvement projects.
- Ensure compliance with all NJDEP, OSHA, PEOSHA, and other applicable regulations.
- Manage municipal assets including vehicles, equipment, infrastructure, and facilities.
- Prepare and oversee bid specifications for projects in accordance with NJ Local Public Contracts Law (LPCL).
- Implement and monitor preventative maintenance programs.
- Respond to and manage emergency operations, including snow removal, flooding, and storm damage.
- Maintain detailed records, reports, and inventories as required by state and local agencies.
- Liaise with municipal officials, engineers, contractors, and residents.
- Coordinate with other departments and agencies on public works-related matters.
- Ensure compliance with NJDLGS (Division of Local Government Services) and DCA reporting requirements.

Department Head Responsibilities

- Oversee employee performance, including conducting evaluations.
- Review and approve leave requests, work schedules and timesheets as outlined in the Borough's Personnel Policies and Procedures Manual.
- Address employee misconduct and performance issues.
- Recommend and/or administer disciplinary actions (verbal warnings, written reprimands, suspensions, of termination) following proper procedures.

Exempt Status:

In accordance with the Borough's Personnel Policies and Procedures, the Certified Public Works Manager position, under the Fair Labor Standards Act, is exempt from overtime based on the following:

- Compensation on a salary or fee basis (as defined in the regulations) is at a rate not less than \$1128 per week;

- Primary duty is the performance of office or non-manual work directly related to the management or general business operations of the Borough;

- Primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.

Position: Public Works Manager

Department: Public Works (DPW)

Reports to: Certified Public Works Manager/Borough Administrator/Governing Body

Job Summary:

In the absence of the Certified Public Works Manager, the Public Works Manager is responsible for overseeing and directing all operations and services provided by the Department of Public Works. This includes the management of streets and roads, stormwater systems, parks and recreation facilities, sanitation, vehicle maintenance, and public buildings. The manager ensures effective planning, budgeting, personnel supervision, and compliance with local and state regulations.

Key Responsibilities in the Absence of the Certified Public Works Manager:

- Supervise daily operations of public works divisions, including road maintenance, stormwater management, sanitation, fleet, and buildings/grounds.
- Plan and oversee public works projects and preventative maintenance programs.
- Prepare the department's annual operating and capital budgets; monitor expenditures.
- Develop and implement departmental policies and procedures.
- Ensure compliance with applicable state and federal laws including NJDEP, OSHA, and local ordinances.
- Oversee work order management and scheduling to ensure timely service delivery.
- Respond to resident inquiries and complaints related to public works services.
- Coordinate emergency response efforts such as snow removal, flood control, and storm cleanup.
- Manage staff, including, training, performance evaluations, and discipline.
- Maintain records, reports, and regulatory filings in accordance with NJDCA and other agencies.
- Work with municipal engineers, planners, and consultants on infrastructure projects.
- Administer procurement processes in compliance with NJ Local Public Contracts Law (LPCL).

Position: Assistant Foreman – Department of Public Works (DPW)

Department: Public Works

Reports to: Superintendent of Public Works or Public Works Manager

Position Summary:

The Assistant Foreman supports the Superintendent of Public Works and the Public Works Manager in overseeing daily operations and crews involved in the maintenance, repair, and improvement of municipal infrastructure. This includes streets, sanitation, parks, buildings, sewer systems, snow removal, and more. The Assistant Foreman performs hands-on work, supervises crews, ensures safety compliance, and assists in scheduling and project planning.

Essential Duties and Responsibilities:

- Assist in supervising and coordinating public works crews in maintenance and construction tasks.
- Assign and monitor daily work activities, ensuring quality and timely completion.
- Operate and maintain public works equipment such as dump trucks, loaders, plows, backhoes, and power tools.
- Inspect streets, parks, sewer systems, and other infrastructure for damage or maintenance needs.
- Assist in planning and executing seasonal tasks such as leaf collection, snow plowing, salting, and storm preparation.
- Ensure compliance with safety regulations and municipal policies.
- Respond to emergencies (e.g., snowstorms, flooding, tree removal) including on-call duties.

Position: Public Works Laborer

Department: Public Works

Reports To: Superintendent of Public Works and Public Works Manager

Position Summary:

The Public Works Laborer performs manual labor and operates equipment in the maintenance, repair, and construction of municipal infrastructure, including streets, parks, stormwater systems, sewers, sanitation, and public buildings. This is an entry-level position that supports the core functions of a municipality's Department of Public Works.

Key Responsibilities:

- Perform general labor duties such as digging, lifting, carrying, raking, and shoveling.
- Clean, repair, and maintain streets, sidewalks, curbs, and drainage systems.
- Collect and dispose of garbage, brush, leaves, and recyclables.
- Assist in snow removal operations including shoveling, salting, and plowing (may require working nights/weekends).
- Maintain municipal parks and recreational areas (e.g., mowing, trimming, mulching, playground equipment upkeep).
- Repair and maintain storm drains, sanitary sewers, and water lines (in some municipalities).
- Operate basic machinery and tools such as mowers, weed trimmers, jackhammers, compactors, and chain saws.
- Perform custodial and maintenance duties in municipal buildings.
- Follow safety procedures and wear personal protective equipment (PPE).
- Assist skilled tradespeople as needed (e.g., mechanics, electricians, masons).

RECREATION

Position: Recreation Coordinator**Department:** Recreation / Parks & Recreation**Reports To:** Borough Administrator/Governing Body

Position Summary:

The **Recreation Director** is responsible for planning, organizing, and administering community recreational programs. The Director oversees seasonal and year-round activities and ensures they meet the physical, social, and cultural needs of residents. This leadership role includes supervising staff, managing budgets, and collaborating with local schools, sports leagues, and civic organizations.

Key Responsibilities:

- Develop and manage a comprehensive recreation program, including Action Camp, senior citizen activities, special events, and cultural arts.
- Supervise full-time, part-time, and seasonal staff (e.g., field use coordinators, camp counselors, recreation aides and assistants, maintenance personnel).
- Oversee the scheduling, maintenance, and operation of recreational facilities, parks, playgrounds, athletic fields, and community centers.
- Develop program budgets; monitor expenditures and revenues; pursue grants or sponsorships to support programming.
- Coordinate with the Department of Public Works for facility maintenance and improvements.
- Publicize recreation offerings via flyers, websites, social media, and community newsletters.
- Enforce policies and procedures to ensure participant safety and program quality.
- Respond to community concerns, feedback, and suggestions; attend recreation commission or council meetings.
- Ensure compliance with applicable state/local laws, insurance requirements, and risk management standards.
- Oversee registration, recordkeeping, and program evaluation.

Position: Recreation Aide / Recreation Assistant – Camp Counselor

Department: Parks & Recreation / Summer Camp

Reports To: Camp Director/Recreation Director/Borough Administrator

Position Summary:

The **Recreation Aide (Camp Counselor)** assists in the supervision and engagement of children in a structured summer day camp environment. Under the direction of senior camp staff, counselors are responsible for leading games, activities, and trips while ensuring the safety, enjoyment, and well-being of campers. This position requires energy, patience, and strong communication skills.

Key Responsibilities:

- Supervise and lead a group of children (typically ages 5–14) during camp activities, games, arts and crafts, sports, and field trips.
- Ensure the **physical and emotional safety** of all campers at all times.
- Help implement daily schedules, participate in activity setup, and engage actively with campers.
- Assist with arrival, dismissal, lunch, and bathroom procedures.
- Serve as a **positive role model**, promoting respectful behavior and inclusion.
- Help manage minor discipline issues and report major concerns to senior staff.
- Provide basic first aid (if trained) and report any accidents or injuries to supervisors.
- Attend all required **pre-camp training sessions** and **daily staff meetings**.
- Enforce camp rules and maintain a clean, safe, and fun camp environment.

MISCELLANEOUS

Position: Borough Engineer**Reports To:** Governing Body / Borough Administrator

Job Summary:

The Borough Engineer is a licensed professional responsible for overseeing and managing all municipal engineering functions, including infrastructure design, public works projects, land use reviews, and regulatory compliance. This position plays a key advisory role to the governing body, planning board, zoning board, and various departments within the borough. The Borough Engineer ensures that all engineering work complies with New Jersey state regulations, municipal ordinances, and industry standards.

Key Responsibilities:

- Plan, design, and oversee construction, repair, and maintenance of public infrastructure, including roads, stormwater systems, sidewalks, parks, and municipal facilities.
- Review site plans, subdivision applications, and other land development proposals for compliance with borough codes and New Jersey land use laws.
- Serve as the technical advisor to the Planning Board, Zoning Board of Adjustment, and governing body, providing written and verbal reports.
- Develop engineering estimates, specifications, and bid documents for municipal capital improvement projects.
- Monitor construction projects for quality control, adherence to specifications, timelines, and budget.
- Ensure compliance with New Jersey Department of Environmental Protection (NJDEP), NJDOT, EPA, and other regulatory agencies.
- Manage the borough's stormwater management program, ensuring MS4 (Municipal Separate Storm Sewer System) permit compliance.
- Prepare and submit required reports, maps, permits, and documentation to state and federal agencies.
- Coordinate with public works staff, contractors, and utility companies.
- Assist in the preparation of grant applications for infrastructure funding opportunities.
- Respond to resident inquiries and complaints related to engineering, drainage, or construction issues.
- Maintain and update GIS/mapping and borough engineering records.
- Attend public meetings, including council and land use board meetings, as required.

Position: Code Enforcement Officer**Reports To:** Governing Body / Borough Administrator

Job Summary:

The Code Enforcement Officer is responsible for enforcing local, state, and federal codes, ordinances, and regulations related to property maintenance, zoning, building, health, and safety within the municipality. This position involves inspecting properties, investigating complaints, issuing violations, and working with property owners to ensure compliance with municipal codes and New Jersey laws.

Key Responsibilities:

- Conduct inspections of residential, commercial, and industrial properties to ensure compliance with zoning laws, building codes, health and safety regulations, and municipal ordinances.
- Investigate complaints related to property conditions, illegal construction, zoning violations, and other code infractions.
- Issue notices of violation, citations, and summonses as necessary; follow up to ensure compliance or initiate legal action.
- Document violations and prepare detailed reports, photographs, and case files for enforcement actions and court proceedings.
- Collaborate with other municipal departments such as building, health, fire, and police departments.
- Educate property owners, tenants, and the public about code requirements and assist them in resolving issues.
- Attend municipal court sessions to testify regarding code enforcement cases as required.
- Maintain accurate records of inspections, violations, and enforcement activities in accordance with New Jersey state law and local ordinances.
- Stay current with changes in codes, laws, and enforcement procedures.
- Perform other duties as assigned by the Borough Administrator or Governing Body.

Position: Deputy Borough Administrator

Department: Borough Administration

Reports To: Borough Administrator/Governing Body

Position Summary:

The Deputy Borough Administrator assists the Borough Administrator in managing the day-to-day operations of the borough government. This position involves oversight of municipal departments, implementation of policies, coordination of projects, and acting as the Administrator in their absence. The Deputy Borough Administrator plays a key role in ensuring efficient delivery of municipal services, budget management, and community engagement.

Key Responsibilities:

- Assist in planning, directing, and coordinating borough operations and activities.
- Oversee municipal departments and ensure compliance with borough policies and regulations.
- Participate in preparation and administration of the borough's annual budget.
- Manage special projects and initiatives as assigned by the Borough Administrator.
- Serve as acting Borough Administrator when the Administrator is unavailable.
- Coordinate with elected officials, department heads, and community groups.
- Facilitate communication between borough government and residents.
- Assist in personnel management including recruitment, supervision, and performance evaluation.
- Ensure compliance with state laws, municipal ordinances, and administrative policies.
- Attend council meetings, prepare reports, and provide recommendations to the governing body.
- Respond to inquiries and resolve citizen complaints in a timely and professional manner.
- Stay informed on municipal government best practices, regulations, and emerging trends.

Position: Emergency Management Coordinator

Department: Emergency Management / Office of Emergency Management (OEM)

Reports To: Administrator/Governing Body

Job Summary:

The Emergency Management Coordinator is responsible for planning, coordinating, and implementing emergency preparedness, response, recovery, and mitigation activities within the municipality or county. The Coordinator works closely with local, county, state, and federal agencies to ensure the community's readiness for natural disasters, public health emergencies, and other crises in compliance with New Jersey State Emergency Management Office (NJOEM) guidelines.

Key Responsibilities:

- Develop, maintain, and update the municipality's/county's **Emergency Operations Plan (EOP)** and related emergency management plans.
- Coordinate training exercises, drills, and public education programs on disaster preparedness and emergency response.
- Act as liaison between the municipality/county and NJ Office of Emergency Management (NJOEM), FEMA, and other agencies.
- Monitor hazards and threats, providing timely information to local officials and emergency responders.
- Manage and coordinate emergency operations during incidents, ensuring effective communication and resource allocation.
- Assist with hazard mitigation planning to reduce potential disaster impacts.
- Oversee compliance with applicable federal and state emergency management laws, regulations, and grant requirements.
- Prepare and manage emergency management budgets and grants.
- Maintain and operate emergency communication systems and equipment.
- Organize and participate in multi-agency coordination meetings and community outreach efforts.
- Train municipal/county staff, volunteers, and emergency responders on emergency management protocols.
- Document and report after-action reviews following drills and actual emergencies.

Position: Field Use Coordinator

Department: Parks and Recreation / Recreation Department

Reports To: Recreation Director/Borough Administrator/Governing Body

Position Summary:

The **Field Use Coordinator** is responsible for organizing, scheduling, and managing the use of municipal sports fields, courts, and recreational facilities. This role ensures fair allocation, efficient scheduling, and proper maintenance coordination of athletic fields to maximize community access and support local leagues, schools, and special events.

Key Responsibilities:

- Coordinate scheduling and use of all municipal sports fields, courts, and related recreational facilities.
- Work closely with youth and adult sports leagues, schools, and community organizations to allocate field time equitably.
- Maintain an updated field use calendar, ensuring no scheduling conflicts.
- Assist in developing and enforcing rules and policies regarding field use and maintenance.
- Communicate regularly with maintenance staff, scheduling field upkeep, marking, and repairs.
- Serve as primary contact for field users regarding reservations, cancellations, and facility rules.
- Manage permit applications, contracts, and user agreements for field usage.
- Attend meetings with sports organizations, recreation staff, and municipal officials.
- Respond to public inquiries and resolve conflicts related to field use.
- Assist with special event planning, including tournaments, that involve the use of municipal outdoor facilities.
- Track and report usage statistics and any field condition issues.
- Promote safe use of fields and compliance with municipal codes.

Position: Library Aide**Reports To:** Library Director / Head Librarian / Borough Administrator

Position Summary:

The **Library Aide** performs routine clerical, organizational, and customer service tasks to support the daily operations of a public or school library. Under supervision, the aide assists patrons, shelves books and materials, manages circulation tasks, and helps maintain an orderly and welcoming environment.

Key Responsibilities:

- Greet and assist library patrons with basic questions and library procedures.
- Check materials in and out using the automated circulation system.
- Sort, shelve, and organize library materials (books, magazines, media).
- Assist with maintaining accurate shelving order (Dewey Decimal or other classification systems).
- Help monitor public areas for safety and appropriate use.
- Assist with basic computer or copier use, especially for children and seniors.
- Prepare bulletin boards, displays, or materials for library programs.
- Process new materials (labeling, covering, stamping) as directed.
- Assist with library programs (e.g., story times, crafts, summer reading events).
- Perform light cleaning and organizing tasks (wiping surfaces, straightening shelves).
- Answer phone calls and route messages or questions to appropriate staff.

ORDINANCE #1115

AN ORDINANCE OF THE BOROUGH OF OCEANPORT, COUNTY OF MONMOUTH, STATE OF NEW JERSEY AMENDING CHAPTER 170 UNIFORM CONSTRUCTION CODES, SECTION 170-3 FEES

WHEREAS, the Construction Official has recommended the Borough Council increase fees related to building subcode and general administrative charges for commercial projects because these projects require significantly higher level of departmental resources, especially in the plan review process and a greater number of inspections than a typical residential project; and

WHEREAS, the Borough Council believes it is in the best of the Borough and its residents implement the recommendations of the Construction Official to ensure the Construction Department has sufficient funds to meet the inspection needs of current and future commercial developments within the Borough.

NOW THEREFORE BE IT ORDAINED, by the Borough Council of the Borough of Oceanport, County of Monmouth, and State of New Jersey, that Chapter 284,170 Uniform Construction Codes Section 170-3 be amended as follows:

[additions are underlined and deletions are marked with strike-out]

§170-3 Fees

A. [No change.]

B. General fees:

- (1) The fee for plan review shall be due prior to subcode review.
- (2) The fee to be charged for a construction permit will be the sum of the basic construction fee plus all applicable special fees. This fee shall be paid before a permit is issued and proposed work commencing.
- (3) The fee to be charged for a certificate of occupancy shall be paid before a certificate is issued. This fee shall be in addition to the construction permit.
- (4) Fee for temporary certificates of occupancy shall be charged at the time of renewal.
- (5) All fees shall be rounded to the nearest dollar.

C. Fees shall be as follows:

- (1) Plan review fee. The fee for plan review shall be 25% of the amount to be charged for a construction permit. When prototype plans have been released, a plan review fee shall not be collected for permits issued therefrom and the total permit fee shall be reduced by 25%. There shall be an additional plan review fee of \$60 per hour for review of an amendment or change to any plan that has already been released per subcode having assigned plan review responsibility to perform such a review in conjunction with the regulations and actual submittal. This fee may be waived at the discretion of the Construction Official in the event the work and review are of a minor nature.
- (2) [No change].
- (3) [No change.]
- (4) [No change].

D. Building volume or cost. The fees for new construction or alteration are as follows:

- (1) Fees for new construction shall be based upon the volume of the structure. Volume shall be computed in accordance with N.J.A.C. 5:23-2.28. The new construction fee shall be in the amount of \$0.035 per cubic foot of volume for buildings and structures of Use Group R5 and \$0.055 per cubic foot of volume for all other use groups and buildings except as follows:
 - (a) The fee shall be \$0.053 per cubic foot of volume of groups A-1, A-3, A-4, A-5, F-1, F-2, S-1, and S-2. For the purposes of calculating the volume to determine the fee for large, open volume, single story spaces in buildings, such as warehouses, distribution centers, and other storage-use occupancies, the height shall be limited to 20 feet notwithstanding the fact that the actual height of the spaces maybe be greater than 20 feet.
 - (b) The fee shall be \$0.0008 per cubic foot for structures on farms, including commercial farm building under N.J.A.C. 5:23-3.2 (d), with the maximum fee for such structures on farms not to exceed \$1,145.
- (2) Fees for renovations, alterations and repairs or site construction associated with pre-engineered systems of commercial farm buildings, pre-manufactured construction, and the external utility connection for pre-manufactured construction shall be based upon the estimated cost of work. The fee for Use Group R-5 shall be in the amount of \$30 per \$1,000. From \$50,001 to and including \$100,000, the additional fee shall be in the amount of \$26 per \$1,000 of estimated cost above \$50,000. Above \$100,000, the additional fee shall be in the amount of \$24 per \$1,000 of estimated cost above \$100,000. The fee for all other use groups shall be in the amount of \$40 per \$1,000. From \$50,001 to and including \$100,000, the additional fee shall be in the amount of \$35 per \$1,000 of estimated cost above \$50,000. Above \$100,000, the additional fee shall be in the amount of \$30 per \$1,000 of estimated cost above \$100,000. For the purpose of determining estimated cost, the applicant shall submit to the agency such cost data as may be available and produced by the architect or engineer of record, or by a recognized estimating firm, or by the contractor. A bonafide contractor's bid, or contract if available, shall be submitted upon request.
- (3) [No change].
- (4) [No change].
- (5) The Building subcode flat fee for a photovoltaic (PV) array installed in any R-5 use group shall be \$225.
- (6) The fee for roof repair coverings for all use groups shall be \$35 per \$1,000 of the estimated cost.
- (7) The repair type vinyl siding and other exterior wall coverings shall be \$175 for R-5 type use groups. The fee for all use groups other than R-5 shall be \$40 per \$1,000 of the estimated cost. In the event the work is of a minor nature and not a total replacement, the fee for R-5 type use groups may be calculated at the rate of \$30 per \$1,000 and a minimum fee of \$95.
- (8) The fee charged for a private aboveground swimming pool, as defined in the building subcode, in Use Group R-5 shall be \$125. The fee charged for a private in-ground swimming pool, as defined in the building subcode, in Use Group R-5 shall be \$225. The construction fee for public swimming pools as defined in the building subcode in all other use groups shall be computed and based upon the cubic volume of the structure.
- (9) The fee for replacement barriers surrounding and enclosing public or private swimming pools shall be \$95. Pools will not be permitted to share pool barriers with neighboring property owners. Each pool must be protected by the pool barrier on the lot in which it is located.
- (10) The fee for storage sheds and similar structures exceeding 200 square feet in area shall be calculated in accordance with N.J.A.C. 5:23-2.28.

(11) Temporary structures: The fee shall be \$95 per structure that is subject to and regulated by the UCC.

(12) [No change].

(13) The fees for retaining walls shall be as follows:

- (a) The fee for new or replacement retaining walls with a surface area greater than 550 square feet that is associated with a Class 3 residential structure shall be \$125 and \$95 for regulated retaining walls not exceeding 550 square feet.
- (b) The fee for retaining walls of any size other than a Class 3 residential structure shall be based upon the estimated market value in the amount of \$40 per \$1,000.

E-M [No changes.].

BE IT FURTHER ORDAINED a copy of this Ordinance shall be supplied to the Police Chief and Code Enforcement Officer.

BE IT FURTHER ORDAINED that 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.

BE IT FURTHER ORDAINED this Ordinance shall become effect immediately upon final passage and publication as required by law.

APPROVED ON FIRST READING

DATED: September 18, 2025

STEPHANIE KRAMER

Clerk of the Borough of Oceanport

ADOPTED ON SECOND READING

DATED:

STEPHANIE KRAMER

Clerk of the Borough of Oceanport

APPROVAL BY THE MAYOR ON THIS ____ DAY OF _____.

THOMAS TVRDIK

Mayor

ORDINANCE #1116

**BOROUGH OF OCEANPORT
COUNTY OF MONMOUTH, STATE OF NEW JERSEY**

**ORDINANCE ADOPTING A REDEVELOPMENT PLAN FOR THE MEGA
PARCEL LOCATED IN THE BOROUGH OF OCEANPORT WITHIN THE
FORMER FORT MONMOUTH, PURSUANT TO THE LOCAL
REDEVELOPMENT AND HOUSING LAW**

WHEREAS, the Borough of Oceanport is desirous of promoting and reinvigorating the overall development of the Oceanport section of the Megal Parcel on Fort Monmouth (the Proposed Redevelopment Area”) as defined by the Fort Monmouth Reuse and Redevelopment Plan approved by the Fort Monmouth Economic Revitalization Authority (“FMERA”); and

WHEREAS, the Local Redevelopment and Housing Law, *N.J.S.A. 40A:12A-1 et seq.* (as amended and supplemented, the “**Redevelopment Law**”), provides a process for a municipality to determine whether certain parcels of land in the municipality constitute an “area in need of redevelopment”; and

WHEREAS, to make such a determination under the Redevelopment Law, the Borough Council (the “**Borough Council**”) of the Borough of Oceanport (the “**Borough**”) must first authorize the Borough Planning Board (the “**Planning Board**”) to conduct a preliminary investigation of the area and make recommendations to the Borough Council; and

WHEREAS, on June 5, 2025, the Borough Council adopted Resolution 2025-165, directing the Planning Board to conduct a preliminary investigation of the Mega Parcel on the Former Fort Monmouth, in particular, the 400 Area Parcel, the McAfee Center Parcel, the Veterinary Clinic Parcel, and the Emergency Homeless Shelter Parcel, which constitute portions of Block 110, Lot 1; Block 110, Lot 2, Block 110, Lot 4 and Block 105, Lot 1.01 as shown on the official tax maps of the Borough of Oceanport (the “Study Area”) and to recommend to the Borough Council whether the Borough Council should designate all or a portion of the Study Area as a non-condemnation “area in need of redevelopment”; and

WHEREAS, Elizabeth C. Leheny, AICP, PP and Spach Trahan, AICP, PP of Phillips Preiss Grygiel Leheny Keller, LLC (the “**Planner**”), conducted a preliminary investigation of the Study Area to determine whether the Study Area meets the criteria set forth in the Redevelopment Law to be designated as an area in need of redevelopment, and prepared a preliminary investigation report of the Study Area entitled “Area in Need of Redevelopment Study for a Portion of the Former Fort Monmouth Properties in the Borough of Oceanport, New Jersey” in accordance with the Redevelopment Law, dated August 19, 2025 (the “**Preliminary Investigation Report**”); and

WHEREAS, on September 9, 2025, the Planning Board reviewed the Preliminary Investigation Report, conducted a public hearing and considered the testimony of Spach Trahan, AICP, PP and members of the general public were given an opportunity to present their own evidence and to address questions to the Planning Board and its representatives concerning the potential designation of the Study Area as a non-condemnation area in need of redevelopment; and

WHEREAS, after the conclusion of the public hearing described above, the Planning Board adopted a resolution recommending that the Study Area be declared a non-condemnation area in need of redevelopment pursuant to the Redevelopment Law; and

WHEREAS, the Borough Council adopted Resolution 2025-_____ on September 18, 2025 declaring the Study Area as a Non-Condemnation Area in Need of Redevelopment.

WHEREAS, on behalf of FMERA, Phillips Preiss Grygiel Leheny Hughes LLC prepared a redevelopment plan for the Redevelopment Area entitled, "Amendment #20 to the Fort Monmouth Reuse and Redevelopment Plan" dated February 2024 (the "**Redevelopment Plan**"); and

WHEREAS, as of the date of introduction of this Ordinance on first reading, the Borough Council hereby refers the Redevelopment Plan to the Planning Board for the Planning Board's review pursuant to *N.J.S.A 40A:12A-7(e)*; and

WHEREAS, prior to public hearing and final adoption of this Ordinance, the Planning Board will have transmitted to the Borough Council a report containing the Planning Board's recommendation concerning the Redevelopment Plan, including an identification of any provisions in the Redevelopment Plan that are inconsistent with the Borough Master Plan, if any, and recommendations concerning those inconsistencies, if any, and any other matters the Planning Board deems appropriate; and

WHEREAS, the Borough Council believes it is in the best interest of its residents to further the redevelopment of the former Fort Monmouth within Oceanport Borough Council through the adoption of the Redevelopment Plan of the Redevelopment Area.

NOW THEREFORE BE IT ORDAINED, by the Borough Council of the Borough of Oceanport, in the County of Monmouth, State of New Jersey, as follows:

Section 1. The aforementioned recitals hereof are incorporated herein as though set forth at length herein.

Section 2. Pursuant to *N.J.S.A. 40A:12A-7(e)*, upon passage of this ordinance on first reading, the Borough Council hereby refers the Redevelopment Plan to the Planning Board for the Planning Board's review. The Planning Board shall prepare a report containing the Planning Board's recommendation concerning the Redevelopment Plan, including an identification of any provisions in the Redevelopment Plan that are inconsistent with the Borough Master Plan, if any, and recommendations concerning those inconsistencies, if any, and any other matters the Planning Board deems appropriate, and submit same to the Borough Council within 45 days after referral, as required by the Redevelopment Law.

Section 3. The Redevelopment Plan is hereby approved and adopted pursuant to *N.J.S.A. 40A:12A-7*, subject to the consent of FMERA pursuant to *N.J.A.C. 19:31C-3.25(b)(1)*.

Section 4. The zoning district map and the zoning ordinances of the Borough are hereby amended to incorporate and reflect the Redevelopment Plan, and, to the extent provided in the Redevelopment Plan, are superseded thereby.

Section 5. In case any one or more of the provisions of this ordinance or the Redevelopment Plan shall, for any reason, be held to be illegal or invalid, such illegality or invalidity shall not affect any other provision of this ordinance or the Redevelopment Plan and this

ordinance shall be construed and enforced as if such illegal or invalid provision had not been contained herein.

Section 6. Pursuant to *N.J.A.C. 19:31C-3.25(b)(6)*, this ordinance shall not be effective unless and until FMERA has consented to adoption of this ordinance and the Redevelopment Plan. The Borough Council hereby directs the Mayor, in consultation with counsel to the Borough, to prepare and submit to FMERA the necessary application and/or and any other documents in connection therewith in furtherance of obtaining FMERA's consent.

APPROVED ON FIRST READING

DATED: September 18, 2025

STEPHANIE KRAMER

Clerk of the Borough of Oceanport

ADOPTED ON SECOND READING

DATED:

STEPHANIE KRAMER

Clerk of the Borough of Oceanport

APPROVAL BY THE MAYOR ON THIS ____ DAY OF _____.

THOMAS TVRDIK

Mayor

**RESOLUTION OF THE BOROUGH OF OCEANPORT
AUTHORIZING THE GOVERNING BODY TO ENTER EXECUTIVE SESSION**

**Resolution #2025-270
10/2/25**

WHEREAS, the Mayor & Council of the Borough of Oceanport are subject to the requirements of the Open Public Meeting Act N.J.S.A. 10:4-6 et seq.; and

WHEREAS, the Open Public Meetings Act of the State of New Jersey generally requires that all meetings of public bodies be open to the public; and

WHEREAS, the Open Public Meetings Act further provides that a public body may exclude the public from a portion of a meeting at which time the public body discusses items enumerated in the Open Public Meetings Act at N.J.S.A. 10:4-12b, which items are recognized as requiring confidentiality; and

WHEREAS, it is necessary and appropriate for the Mayor & Council of the Borough of Oceanport to discuss certain matters in a meeting not open to the public consistent with N.J.S.A. 10:4-12b.

NOW, THEREFORE, BE IT RESOLVED by the Mayor & Council of the Borough of Oceanport, pursuant to the Open Public Meetings Act of the State of New Jersey, as follows:

- 1.) The Mayor & Council shall hold a closed meeting from which the public shall be excluded on **August 21, 2025**
- 2.) The general nature of the subjects to be discussed at said closed meeting shall be related to

<u> </u> N.J.S.A. 10:4-12(b)(1)	<i>Matters Required by Law to be Confidential</i>
<u> </u> N.J.S.A. 10:4-12(b)(2)	<i>Matters Where the Release of Information Would Impair the Right to Receive Funds</i>
<u> </u> N.J.S.A. 10:4-12(b)(3)	<i>Matters Involving Individual Privacy</i>
<u> </u> N.J.S.A. 10:4-12(b)(4)	<i>Matters Relating to Collective Bargaining and Contract Agreements</i>
<u> </u> N.J.S.A. 10:412(b)(5)	<i>Matters Relating to the Purchase, Lease or Acquisition of Real Property-Open Space</i>
<u> </u> N.J.S.A. 10:4-12(b)(6)	<i>Matters Relating to Public Safety and Property</i>
<u> </u> N.J.S.A. 10:4-12(b)(7)	<i>Matters Relating to Litigation, Negotiations and the Attorney-Client Privilege-Affordable</i>
<u> X </u> N.J.S.A. 10:4-12(b)(8)	<i>Matters Relating to the Employment Relationship</i>
<u> </u> N.J.S.A. 10:4-12(b)(9)	<i>Matters Relating to the Potential Imposition of a Penalty</i>

3.) The minutes of said closed meeting shall be made available for disclosure to the public consistent with N.J.S.A. 10:4-13, when the items which are subject of the closed session discussion are resolved and a reason for confidentiality no longer exists.

BE IT FURTHER RESOLVED that formal action may be taken after the Executive Session.

Motion:

Second:

ROLL CALL	YES	NO	ABSTAIN	ABSENT
Deerin	()	()	()	()
Gallo	()	()	()	()
Keeshen	()	()	()	()
Manna	()	()	()	()
O'Brien	()	()	()	()
Cooper	()	()	()	()
Tvrdik	()	()	()	()

I certify this to be a true copy of Resolution #2025-
approved by the Oceanport Borough Council at the
Regular Meeting held October 2, 2025

STEPHANIE KRAMER
ACTING BOROUGH CLERK