



BOROUGH OF OCEANPORT MAYOR & COUNCIL MINUTES • WORKSHOP

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

SEPTEMBER 4, 2025 at 7:00 PM

1. **Meeting Called to Order:**
2. **Statement of Compliance with Open Public Meetings Act:**
3. **Flag Salute, Statement to the Public:**
4. **Roll Call:**

STATUS	NAME, TITLE	ARRIVED
PRESENT:	Councilman Richard Gallo Councilman Bryan Keeshen Councilman Michael O'Brien Councilwoman Patricia Cooper Councilman William Deerin Councilwomen Kara Manna Mayor Thomas Tvrdik	7:09
ABSENT:		

ALSO PRESENT: Stephanie Kramer, Acting Borough Clerk
Katie Cassidy, Deputy Borough Clerk
Andrew Bayer, Borough Attorney
Donna M. Phelps, Administrator
Catherine D. LaPorta, Chief Financial Officer

5. **PUBLIC COMMENT - Action Items Only:**

Mayor Tvrdik opened the meeting for public comment on action items only. There were no public comments. Councilwoman Cooper made a motion to close the public comment portion of the meeting. The motion was seconded by Councilman Gallo.

The motion carried.

6. **Action Items-Consent Agenda:**

Mayor Tvrdik asked if any member of the Council wished to remove a resolution from the consent

agenda for separate consideration.

Councilman Gallo inquired about the roof repair referenced in one of the resolutions. Mayor Tvrdik clarified that the repair was for the Port Au Peck Firehouse. CFO Katie LaPorta explained that such resolutions are presented when expenditures approach the pay-to-play threshold of \$17,500. She noted that this allows the Borough to award contracts exceeding that amount. LaPorta added that more of these resolutions can be expected toward the end of the year, as auditors consider the aggregate amount spent with each vendor. This resolution process enables the Borough to continue obtaining quotes for smaller jobs without violating procurement rules.

Councilman Gallo also raised concerns regarding the resolution about fire hydrants, specifically regarding their abandonment and the associated costs. Borough Administrator Phelps clarified that the removal of the hydrants is part of the existing memorandum with FMERA, who will also cover the cost of removal.

Councilman Gallo suggested that American Water would likely install new hydrants, to which Administrator Phelps confirmed, "yes." Councilwoman Cooper asked for further confirmation, and Mayor Tvrdik affirmed that as new water lines are installed, new hydrants will also be installed.

Mayor Tvrdik also noted that under the Borough's Memorandum of Understanding (MOU) with Colliers, the Borough's engineer—already in place—will be hired by FMERA, and the Borough will be reimbursed for those services.

Resolution #2025-236 - Payment of Bills :

RESULT:	ADOPTED (5 TO 0)
MOVER:	Councilman William Deerin
SECONDER:	Councilwomen Kara Manna
AYES:	Richard Gallo, Bryan Keeshen, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-237 - Adopting the Monmouth County Multi-Jurisdictional Hazard Mitigation Plan 2026:

RESULT:	ADOPTED (5 TO 0)
MOVER:	Councilman William Deerin
SECONDER:	Councilwomen Kara Manna
AYES:	Richard Gallo, Bryan Keeshen, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-238 - Authorizing the Acceptance of Equipment for the Department of Public Works from Doosan Bobcat:

RESULT:	ADOPTED (5 TO 0)
MOVER:	Councilman William Deerin
SECONDER:	Councilwomen Kara Manna
AYES:	Richard Gallo, Bryan Keeshen, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-239 - Awarding a Contract to FIS On Site Services LLC for Safety Equipment Services:

RESULT:	ADOPTED (5 TO 0)
MOVER:	Councilman William Deerin
SECONDER:	Councilwomen Kara Manna
AYES:	Richard Gallo, Bryan Keeshen, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-240 - Awarding a Contract to Garden State Roofing for Roofing Services to Garden State Roofing:

RESULT:	ADOPTED (5 TO 0)
MOVER:	Councilman William Deerin
SECONDER:	Councilwomen Kara Manna
AYES:	Richard Gallo, Bryan Keeshen, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-241 - Awarding a Contract to Storr Tractor Company for Building-Grounds Equipment Services:

RESULT:	ADOPTED (5 TO 0)
MOVER:	Councilman William Deerin
SECONDER:	Councilwomen Kara Manna
AYES:	Richard Gallo, Bryan Keeshen, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-242 - Awarding a Contract to DCH Ford of Eatontown for Vehicle Repair Services:

RESULT:	ADOPTED (5 TO 0)
MOVER:	Councilman William Deerin
SECONDER:	Councilwomen Kara Manna

AYES:	Richard Gallo, Bryan Keeshen, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-243 - Authorizing an MOU with FMERA for Engineering Services - Fire Hydrant Abandonment:

RESULT:	ADOPTED (5 TO 0)
MOVER:	Councilman William Deerin
SECONDER:	Councilwomen Kara Manna
AYES:	Richard Gallo, Bryan Keeshen, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-244 - Awarding a Contract to Colliers for FMERA Fire Hydrant Abandonment:

RESULT:	ADOPTED (5 TO 0)
MOVER:	Councilman William Deerin
SECONDER:	Councilwomen Kara Manna
AYES:	Richard Gallo, Bryan Keeshen, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

7. Administrator's Report:

Borough Administrator Donna Phelps reported that the State Treasury has advised there is approximately \$150,000 available in sports betting revenue for the Borough. She has requested that the Borough receive the funding this year, which should be possible. A public notice is expected to be issued in October, at which point she will be able to apply for the funds on behalf of the Borough.

Borough Administrator Phelps also shared information from a recent webinar held by the President of the Board of Public Utilities (BPU), where one of the main concerns discussed was the recent increase in electric rates. Some relief is being provided in the form of credits. Due to high usage in July and August, customers will receive two \$30 credits for each of those months, distributed over a six-month period beginning in September. This will result in a \$10 monthly credit from September through February. In addition, customers will receive two \$50 credits in September and October. Therefore, all electric customers should expect to receive \$60 in credits in both September and October, and \$10 credits in November, December, January, and February.

She also noted the availability of a Community Solar Program that offers a 15–20% discount on electric bills. Participation does not require solar panel ownership and is open to all residents. More information can be found by visiting the New Jersey Board of Public Utilities website and searching

for "Community Solar."

Borough Administrator Phelps reminded the Council that the Shared Services Agreement with the County for the CRS Floodplain Management software (Forerunner), which was approved last year for a two-year term, is set to expire in March 2026. The program is used by OEM, the Construction Department, and the Floodplain Manager. The annual cost is \$1,562.40. The County is asking for confirmation by October 1st regarding the Borough's intent to renew. Borough Administrator Donna Phelps asked if she could advise the County that the Borough will move forward with renewal and Council agreed.

Administrator Phelps reported that earlier today she received a bill from Shore Regional for school transportation, but it was provided without any explanation or supporting documentation. She noted that the cost has increased each year since 2020, with the most recent increase totaling \$15,000. Phelps stated that she would be reaching out to Shore Regional to request an explanation, as they typically provide a list of students to accompany the invoice.

Finally, she gave a reminder that the "Summer's End" event is scheduled for this Saturday from 5:00 to 9:00 p.m. and will include a DJ, bagpipes, inflatables, fireworks, and a cornhole tournament starting at 1:00 p.m. There is still time to sign up for both the cornhole tournament and the chili/salsa contest, including on the day of the event. The rain date is set for Sunday, September 7th, and a decision on whether to move to the rain date will be made by Kelle at noon on Friday.

8. **Clerk's Report:** Acting Clerk Kramer stated that her report would be brief. She announced that Netflix is scheduled to appear before the Planning Board on October 14th regarding Phase 2A of the 400 area. She concluded by stating that this completed her report.
9. **Old Business:** None.
10. **New Business:** Mayor Tvrdik noted the resolutions that will be on the agenda for the next meeting.

Resolution - Appointments to Boards and Committees :

Resolution - Authorizing a Refund for Overpayment of 8 Arcana Ave:

Resolution - Certification of the Annual Budget :

Resolution - Approving the Corrective Action Plan Related to the 2024 Audit:

11. **First Reading Ordinances:**

Ordinance #1113 - Open Space Acquisition:

RESULT:	ADOPTED (6 TO 0)
MOVER:	Councilwoman Patricia Cooper
SECONDER:	Councilman William Deerin
AYES:	Richard Gallo, Bryan Keeshen, Michael O'Brien, Patricia Cooper,

	William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Councilwoman Cooper stated that she would like to call to order the introduction of an Ordinance authorizing the Borough to purchase certain properties for open space preservation. She requested that Acting Clerk Stephanie Kramer read the Ordinance by title only. Acting Clerk Kramer read the title: Ordinance Authorizing the Borough to Purchase Block 65, Lot 3.01 and Block 65, Lot 34 for Open Space Preservation Purposes.

Councilwoman Cooper then made a motion to approve the Ordinance on first reading and to hold a public hearing on the proposed Ordinance at the next Council Meeting scheduled for September 18th, with proper advertisement in accordance with the law. Councilman Deerin seconded the motion. The motion carried. Before calling roll call, Mayor Tvrdik asked if there were any comments. He then thanked the Council for their support and stated that he believes this is a positive step for Oceanport. He explained that the two parcels in question are larger properties located in the center of town along Myrtle Avenue—one consisting of 26 acres of woodland and the other 12.5 acres extending to Shrewsbury Avenue. He noted that the majority of the land consists of wetlands. The Mayor also shared that the County will be covering 75% of the purchase price. With this and the other 2 properties, he stated that the Borough will have 40 acres of land preserved as open space in perpetuity.

Ordinance #1114 - Creating Job Descriptions:

RESULT:	ADOPTED (6 TO 0)
MOVER:	Councilwoman Patricia Cooper
SECONDER:	Councilman Michael O'Brien
AYES:	Richard Gallo, Bryan Keeshen, Michael O'Brien, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Councilwoman Cooper introduced an Ordinance for the Borough to incorporate job descriptions into the Personnel Policy. She requested Acting Clerk Stephanie Kramer to read the Ordinance by title only. Acting Clerk Kramer proceeded to read the title: an Ordinance amending Chapter 72, Officers and Employees, Article 2, Personnel Policies, Section 72-6, to delineate responsibility for enforcement of personnel policies, and creating Section 72-7 entitled "Job Descriptions." Councilwoman Cooper then made a motion to approve the Ordinance on first reading and to schedule the public hearing for the proposed Ordinance at the Council meeting to be held on September 18, 2025, and to advertise the same in accordance with the law.

Ordinance #1115 - Update UCC Fees:

RESULT:	ADOPTED (6 TO 0)
MOVER:	Councilwoman Patricia Cooper

SECONDER:	Councilman Bryan Keeshen
AYES:	Richard Gallo, Bryan Keeshen, Michael O'Brien, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Councilwoman Cooper called for the introduction of an Ordinance for the Borough to amend certain fees. She requested Acting Clerk Kramer to read the Ordinance by title only. Acting Clerk Kramer read the title: "An Ordinance of the Borough of Oceanport, County of Monmouth, State of New Jersey, Amending Chapter 170, Uniform Construction Codes, Section 170-3, Fees." Councilwoman Cooper made a motion to approve the Ordinance on first reading and to hold a public hearing on the proposed Ordinance at the Council meeting of September 18, 2025, with authorization to advertise the same in accordance with the law. Councilman Keeshen seconded the motion. Motion carried.

12. Mayor Tvrdik's Report:

Mayor Tvrdik thanked the Council for the Open Acquisition, noting that he believes it will be very beneficial for the future of the town. He reported that sidewalks are nearly complete along Port Au Peck, which will provide children with safe passage to and from Maria Gata Park and throughout town. He added that a few more areas are planned for sidewalk installation to improve safety. Mayor Tvrdik also commented on Netflix's phase 1B approval in Eatontown, explaining that it covers a 155-acre portion of the property and will include eight sound stages, three mill buildings, production offices, a public plaza, and biking and running trails. The project will also feature 24-hour security and a welcome center. He clarified that there has been no proposal for a heliport and that nothing has been submitted for approval, emphasizing that if such a proposal comes forward, the public will be notified so they can voice their concerns.

The Mayor further announced that Netflix is moving into the next phase, referred to as the 400 parallel, which includes relocating the monuments along Avenue of Memories to Cowan Park, so the public can enjoy them. He noted ongoing concerns about traffic at Horseneck Point and Park Street when making a left turn onto Oceanport Avenue. While the 400 plans include significant buffering, there is currently no immediate plan for access to Riverside Drive on the other side, even as the district grows increasingly busy. Mayor Tvrdik stated that he has discussed the idea of a Town Hall meeting with Netflix and their attorneys, but they preferred to keep it within a public meeting format. He reminded the Council that Netflix will appear before the Planning Board on October 14.

He also reported on the sewer project at Sommers Park, which will be a 24/7 operation. New tunneling will be brought in on the Oceanport side, and the project is expected to last about three months. Greenacres will be notified about an extension of their approval, shifting the timeline from January through March, with tunneling anticipated to begin in January 2026. Councilman Deerin inquired about the possibility of helicopter usage by Netflix, and Mayor Tvrdik reiterated that it is not being discussed, as it has not been proposed. Borough Attorney Bayer added that Eatontown may have a helicopter ordinance and that discussions are ongoing about restrictions, though he is unsure if a formal agreement exists. Finally, Mayor Tvrdik asked Councilman Deerin if he had any further updates, and Councilman Deerin announced another "Music in the Park" event at the Old Wharf

House scheduled for September 26, 2025.

13. Public Comments:

Mayor Tvrdik opened the meeting for public comment. Mark Patterson of 40 Itaska Place asked Borough Administrator Phelps for clarification on the figure and school year that Regional provided for the courtesy busing system. Administrator Phelps confirmed that the amount was \$58,095.91 for the 2026 school year and that the invoice was received in September. Mr. Patterson expressed concern that this amount should have been known as early as April or May and that sending it now with such an increase was not appropriate. Mayor Tvrdik thanked him for his comments.

Roseanne Letson of 50 Deer Path Court in Tinton Falls stated that if Summer's End takes place this weekend, the Historical Committee will have a table offering items for sale, including car magnets, shirts, and other materials with the Oceanport logo, as well as Christmas ornaments. She also reminded everyone that on September 11, 2025, TJ Fallon, also known as the Dead History Guy, will give a talk at the Old Wharf House. Ms. Letson provided an update on the Historical Committee's 2026 calendar. She announced that in October 2025, Monmouth County Archives and History Day will feature many activities at Brookdale Community College.

Councilwoman Cooper announced that the First Aid Squad is holding a water drive to support their various events, noting as examples the recent fire at Fort Monmouth and a bike run scheduled for this Sunday.

14. Adjournment:

RESULT:	ADOPTED (6 TO 0)
MOVER:	Councilman Michael O'Brien
SECONDER:	Councilman William Deerin
AYES:	Richard Gallo, Bryan Keeshen, Michael O'Brien, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Respectfully submitted,

Stephanie Kramer
ACTING BOROUGH CLERK