



BOROUGH OF OCEANPORT MAYOR & COUNCIL

REGULAR MEETING • AGENDA

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

OCTOBER 16, 2025 at 7:00 PM

1. **Call 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. **Proclamation- Halloween Curfew 2025**

Proclamation- Halloween Curfew

6. **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.

7. **Administrator's Report**

Discussion: Best Practices Survey and Shore Regional Transportation Costs

8. **Clerk's Report**

9. **Consent Agenda:** All items listed under Consent Agenda, are considered routine by the Borough Council and will be enacted by one motion in the form listed below. There will not be separate discussion of these items.. If discussion is desired, that item will be removed from the Consent Agenda by request of the Council member and considered separately. There will be one motion for all items listed.

Resolution #2025-270 - Payment of Bills

Resolution #2025-271 - Awarding a Contract for Land Development Consulting Services -

Boat House

Resolution #2025-272 - Adopting Job Descriptions for Borough Employees

Resolution #2025-273 - Authorizing a Cooperative Pricing Agreement With The Monmouth-Ocean Educational Services Commission

Resolution #2025-274 - Resolution Requesting Waiver of 390-19(F) - 92 Main Street

Resolution #2025-275 - Authorizing an Application to the State of NJ Dept of Treasury for Funding of Gatta Community Park Improvements

Resolution #2025-276 - Awarding Contract to Fiore Paving for 2025 Road Program

Resolution #2025-277 - Appointing Joseph Teresi as Class II Special Law Enforcement Officer

10. Minutes

Mayor & Council Workshop Meeting Minutes 6-5-25

Mayor & Council Workshop Meeting Minutes 7-17-25

Mayor & Council Regular Meeting Minutes 7-17-25

Mayor & Council Workshop Meeting Minutes 8-21-25

Mayor & Council Regular Meeting Minutes 8-21-25

Mayor & Council Workshop Meeting Minutes 9-4-25

Mayor & Council Regular Meeting Minutes 9-18-25

11. Council Standing Committee Reports

Councilman Deerin - Parks & Recreation

Councilman Gallo - Public Works & Engineering

Councilman Keeshen - Public Safety

Councilman O'Brien - Finance & Administration

Councilwoman Manna - Health & Human Services

Councilwoman Cooper - Planning & Development

12. Mayor Tvrdik's Report

13. Public Comments

14. Adjourn to Executive Session

14.1. Resolution #2025-278 - Authorizing an Executive Session, October 16, 2025 - Matters Relating to the Employment Relationship

15. Return from Executive Session

16. Adjournment

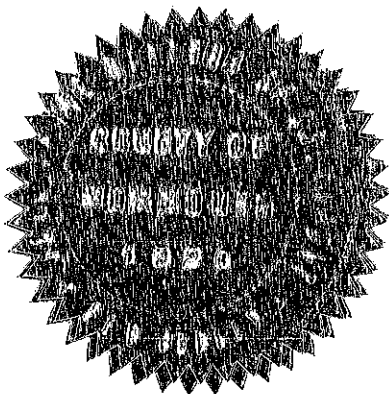
PROCLAMATION

Office of the Mayor

WHEREAS, pursuant to N.J.S.A. 40:87-31 which confers upon the Mayor, the obligation to maintain peace and good order, I hereby declare that there exists the potential for disturbances injurious to the peace and good order of the Borough of Oceanport on Wednesday, October 29th , Thursday, October 30th and Friday, October 31st more commonly known as “**MISCHIEF NIGHTS**” and “**HALLOWEEN**”; and

WHEREAS, accordingly, I hereby impose a curfew restricting all minors not accompanied by a parent or guardian from assembling on the streets or other public places within the jurisdiction limits of the Borough of Oceanport from 9:00 P.M. to 6:00 A.M. on each of the respective dates mentioned above.

NOW, THEREFORE, I, THOMAS J. TVRDIK, MAYOR of the Borough of Oceanport do hereby direct the Oceanport Police Department to post at appropriate public places throughout the Borough, the provisions of this curfew.



**Given under my hand and Seal
of the Borough of Oceanport,
this 16th day of October 2025.**

THOMAS J. TVRDIK, MAYOR

Best Practices Inventory Online Platform

Survey

Oceanport Borough

Printable Current Answers

001	Best Practices	Budget	[0.00] No
	Has your municipality created an accumulated absence liability trust fund pursuant to N.J.A.C. 5:30-15.5, and does it annually deposit appropriations into the fund? Only answer N/A if your municipality 1) does not offer (for any employee hired after a certain date) payouts upon retirement for accumulated sick leave, and 2) no current employee has a grandfathered right to sick leave payouts upon retirement.		
002	Best Practices	Budget	[0.50] Yes
	N.J.S.A. 40A:4-62.1 allows municipalities to establish a storm recovery reserve for purposes such as, but not limited to, snow, ice, and debris removal. Unexpended balances budgeted annually for storm recovery purposes may be lapsed into the reserve. Review LFN 2025-10 for further information. Has your municipality established a storm recovery reserve to ensure the consistent availability of funds for this purpose?		
003	Core Competencies	Budget	[1.00] Yes
	Unless the Local Finance Board sets forth a later date pursuant to N.J.S.A. 40A:4-5.1, N.J.S.A. 40A:4-5 requires that calendar year municipalities approve their introduced budgets no later than February 10 (or August 10 for state fiscal year municipalities) and N.J.S.A. 40A:4-10 requires that calendar year municipalities adopt their budgets no later than March 20 (or September 20 for state fiscal year municipalities). For CY2025 budgets the Local Finance Board extended these dates to March 31 and April 30, respectively, or the date of the next regularly scheduled governing body meeting thereafter (See Local Finance Notice 2024-20). Timely budget adoption helps a municipality avoid having to issue estimated tax bills or tax anticipation notes (TANs). Did your municipality introduce and adopt its current year budget no later than the extended dates authorized by the Local Finance Board? This question may only be answered N/A if your municipality's budget is subject to adoption by the Local Finance Board under State Supervision or if the Division instructed the municipality to delay budget adoption.		

004	Core Competencies	Budget	[1.00] Yes
N.J.S.A. 40A:5-12 requires the chief financial officer of each municipality to file the Annual Financial Statement (AFS) with the Division no later than February 10 (August 10 for SFY municipalities). Local Finance Notice 2024-20 announced the extension of this deadline to March 7. The statute specifies a \$5 per day penalty payable by the CMFO for failing to file the AFS within 10 days of after the time fixed for filing. Did your municipality file its AFS with the Division by no later than March 7 (or August 10 for SFY municipalities)?			
005	Core Competencies	Budget	[1.00] Yes
Pursuant to N.J.S.A. 40A:2-40, the chief financial officer each municipality shall, before the end of the first month of the fiscal year, file its Annual Debt Statement with the Division of Local Government Services. Did your municipality file its Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 (July 31 for SFY municipalities)?			
006	Core Competencies	Budget	[1.00] Yes
Recent amendments to N.J.A.C. 5:30-7.4 disqualify from local examination a municipality that has failed to submit to the Division the user-friendly budget section corresponding with the previous year's adopted budget. Has your municipality electronically submitted to the Division the User-Friendly Budget section of its adopted CY2024/SFY2025 and CY2025 budgets?			
007a	Unscored Survey	Budget	[0.00] N/A
If your municipality permits one or more classes of cannabis businesses, does your municipality impose a local cannabis tax pursuant to N.J.S.A. 40:481-1?			
007b	Unscored Survey	Budget	[0.00] N/A
If your municipality imposes a local cannabis tax, was tax revenue received in CY2024/SFY2025 reported as Municipal Revenue Not Anticipated (MRNA)?			
008	Unscored Survey	Budget	[0.00] No
Has your municipality formed an advisory committee or other similar approach to seek out or develop additional non-tax revenues?			

009	Core Competencies	Capital Projects	[1.00] N/A
Any municipality having its own water system is required to adopt an annual capital budget and program reflecting the water infrastructure improvements listed on the annual Water Quality Accountability Act (WQAA) capital improvement report. The WQAA capital improvement report must be submitted to the Department of Environmental Protection (DEP) by no later than March 15. If your municipality has its own water system, does the capital budget and program reflect the capital projects listed in the annual WQAA report submitted to DEP that fall within the time period of the municipality's capital budget and capital program?			
010	Core Competencies	Capital Projects	[1.00] Yes
Has your municipality adopted a capital program as defined by N.J.A.C. 5:30-4.2, meaning a moving, multi-year plan and schedule for capital projects (including prospective financing sources) and, when pertinent, first year operating costs and savings? Only answer N/A if your municipality does not have a capital budget and is not required to adopt a capital budget pursuant to N.J.A.C. 5:30-4.3.			
011	Unscored Survey	Emergency Services	[0.00] Yes
A disaster preparedness drill can help plan appropriate emergency responses for scenarios such as, but not limited to, natural disasters, active shooter, wildfires, and chemical spills. Has your municipality participated in a disaster preparedness drill involving local, county, and/or regional partners within the past year?			
012	Unscored Survey	Emergency Services	[0.00] No
Municipalities may adopt a resolution to establish a Volunteer Tuition Credit Program for its volunteer firefighters and/or EMS. The Program allows an active volunteer in good standing, their spouse, or their dependent children to receive tuition credit at a county college, county vocational school, or county technical institute. The maximum tuition credit is \$600 for each year of volunteer service for a total credit not to exceed \$2,400 over a four-year volunteer service period. Review for further details LFN MC-99-5 and https://www.nj.gov/dca/divisions/dlgs/programs/volunteer_docs/vtc_descrip_with_forms.pdf . Has your municipality established a Volunteer Tuition Credit Program for its volunteer firefighters and/or EMS?			
013	Best Practices	Environment	[0.00] No
Have one or more public electric vehicle charging stations been installed on municipal property?			

014	Best Practices	Environment	[0.00] No
When purchasing new vehicles, does your municipality have a formal policy to purchase hybrid or alternative fuel vehicles whenever such vehicles are suited to the intended use? Only answer N/A if your municipality does not own any vehicles.			
015	Core Competencies	Ethics	[0.00] No
The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Statements (FDSs) annually. Compliance by local elected officials is required by N.J.S.A. 40A:9-22.6. Did all governing body members timely file their annual Financial Disclosure Statements for 2025 such that they were not issued a Notice of Violation (NOV) by the Local Finance Board? A "No" answer is permissible if the governing body members' NOV were rescinded by the Board. Only answer N/A if your municipality has an ordinance on the books establishing a municipal ethics board.			
016	Core Competencies	Ethics	[1.00] N/A
If your municipality has a municipal ethics board, did the municipal ethics board enforce the Financial Disclosure Statement (FDS) statute by issuing violations to local government officers (LGOs) who were on the 2025 roster but did not file the FDS by April 30, 2025? Only answer N/A if your municipality does not have an ordinance on the books establishing a municipal ethics board.			
017	Best Practices	Financial Administration	[0.50] Yes
With respect to note sales (TANs, BANs, Emergency Notes and Special Emergency Notes), proper disclosure and communication with potential bidders can yield optimal results for a municipality. Knowing when to sell on a negotiated or competitive basis, aggregating note sales as much as possible, along with casting a "wide net" to attract the maximum number of bidders for a competitive note sale, is critical to achieving the lowest possible interest rate. In its most recent note sale, did your municipality market note sales beyond publishing the notice required by N.J.S.A. 40A:2-30 along with issuing a prospectus, official statement or other document to potential lenders disclosing all material financial and budget information?			

018	Best Practices	Financial Administration	[0.50] Yes
N.J.A.C. 5:30-8.3(a)(3) establishes a schedule of minimum dollar amounts for tax collector surety bonding. However, to provide a higher level of security for public funds, municipalities are encouraged to adopt the more stringent schedule for tax collector surety bonding specified in N.J.A.C. 5:30-8.3(a)(4). Has your municipality adopted the more stringent surety bonding schedule for tax collectors set forth in N.J.A.C. 5:30-8.3(a)(4) or higher?			
019	Best Practices	Financial Administration	[0.50] Yes
N.J.A.C. 5:30-8.4 (a) establishes a schedule of minimum dollar amounts for municipal court surety bonding, specifically for municipal judges and municipal court administrators. However, subsection (b) of 5:30-8.4 encourages municipalities to adopt a more stringent schedule for municipal court surety bonding that is specified in the subsection. Has your municipality adopted the more stringent surety bonding schedule for municipal court judges and court administrators set forth in N.J.A.C. 5:30-8.4(b) or higher?			
020	Core Competencies	Financial Administration	[1.00] N/A Comment: No repeat audit findings
Audit findings address areas needing improvement and ignoring these findings devalues the process. Municipalities should correct noted deficiencies. Have the audit findings in your municipality's 2023 audit been identified in a corrective action plan and not been repeated in the 2024 audit? If the answer is no, please list the repeat findings, along with the date the corrective action plan was submitted to DLGS, under Comments. If your municipality's 2024 audit is late, answer "No" and state "2024 audit not complete". Only answer "N/A" if there were no audit findings in the 2024 audit. If you did not answer no, please type "No Repeat Audit Findings" into the Comment Box.			
021	Core Competencies	Financial Administration	[1.00] Yes
At its July 2023 meeting, the Local Finance Board adopted an amendment to N.J.A.C. 5:30-8.2 that converted the previously suggested surety bond schedule for a CMFO to a mandatory minimum schedule. This change came into effect on January 1, 2024. See Local Finance Notice 2023-21 for further details and to view the exposure index. Through a blanket bond or an individual bond, does your municipality provide a fidelity bond with faithful performance coverage for the CMFO that meets at least the minimum schedule set forth in N.J.A.C. 5:30-8.2?			

022	Core Competencies	Financial Administration	[1.00] Yes
At its July 2023 meeting, the Local Finance Board adopted updates to N.J.A.C. 5:30-5.7 requiring municipalities to maintain a general ledger for not only the current fund, but also for all other funds, as well as post totals for all funds to the general ledger on at least a monthly basis and maintain required original books of entry in an electronic format. See Local Finance Notice 2024-09 for further details. Does your municipality maintain a general ledger for its current fund and all other funds in accordance with N.J.A.C. 5:30-5.7?			
023	Core Competencies	Financial Administration	[1.00] Yes
Does your municipality post totals for all funds to the general ledger on at least a monthly basis?			
024	Core Competencies	Financial Administration	[1.00] Yes
Does your municipality maintain required original books of entry in an electronic format?			
025	Core Competencies	Financial Administration	[1.00] N/A
Local Finance Notice 2024-11 updates municipalities and fire districts on current IRS guidance and Federal Fair Labor Standards Act (FLSA) guidance pertaining to incentives paid to volunteer firefighters and EMS (other than LOSAP). Nominal stipends funded through the federal Staffing for Adequate Fire and Emergency Response (SAFER) program's volunteer firefighter recruitment and retention (R&R) grant is also discussed. Has your municipality reviewed its volunteer fire and EMS incentives for compliance with federal requirements?			
026	Core Competencies	Financial Administration	[1.00] Prospective
Regular cash flow analysis by a municipality's finance office is critical to maintaining essential services and ensuring fiscal solvency. The Government Finance Officers Association offers cash flow forecasting guidance at https://www.gfoa.org/cash-flow-forecasting . Does your municipality's finance office generate a cash flow report on at least a quarterly basis with administration and elected officials updated on the results?			

027	Core Competencies	Financial Administration	[1.00] Yes
In accordance with Governor Murphy's Executive Order 267 dated October 8, 2021 and outlined in LFN 2022-08 dated March 2, 2022, municipalities and counties are required to provide DLGS with a copy of all American Rescue Plan (ARP) LFRF reports filed with U.S. Treasury, including Project and Expenditure Reports, Interim Reports, and Recovery Plan and Performance Reports. Has your municipality filed all required ARP LFRF Reports with U.S. Treasury and, in turn, filed those reports with DLGS? Only answer N/A if your municipality refused ARP LFRF Funding.			
028	Core Competencies	Financial Administration	[1.00] Yes
If your municipality received a legislative grant-in-aid from the FY25 State Budget, is your municipality 1) in compliance with all documentation and closeout requirements, 2) maintaining current agency information in SAGE, and 3) ensuring that the agency profile in SAGE does not lapse?			
029	Unscored Survey	Financial Administration	[0.00] No
Is your municipality using any previously obligated ARP Local Fiscal Recovery Fund (LFRF) proceeds for operating expenses in its 2025 budget?			
030	Unscored Survey	Financial Administration	[0.00] No Comment: Answered no
Has the federal government rescinded or suspended one or more municipal grants since the beginning of this year? If so, please list the affected grants in the Comments field. If not, insert "Answered No" in the Comments field.			
031	Best Practices	Insurance	[0.50] N/A
If your municipality contracts with an insurance broker for health insurance, and said contract exceeds the Local Public Contracts Law (LPCL) bid threshold, is your municipality's health insurance broker being procured through a competitive contracting or sealed bid process conducted pursuant to the Local Public Contracts Law? Only answer N/A if your municipality does not contract with an insurance broker for health insurance or, if it does, the contract does not exceed your municipality's LPCL bid threshold.			

032	Best Practices	Insurance	[0.50] N/A
Insurance broker fees dependent on the amount of health insurance premiums or fees paid by the municipality are vulnerable to abuse as brokers could face conflicting incentives in seeking lower-cost health insurance alternatives. If your municipality contracts with an insurance broker for health insurance, is the structure for broker payments set at a flat-fee rather than on a commission basis to mitigate the risk of a broker recommending more expensive health insurance coverage to earn higher fees? Only answer N/A if your municipality does not contract with an insurance broker for health insurance.			
033	Unscored Survey	Insurance	[0.00] No
If your municipality offers non-SHBP employee health benefit coverage, did your municipality switch from SHBP to non-SHBP health benefit coverage within the past three (3) years?			
034	Core Competencies	Lead Remediation	[1.00] Yes
Subsection h. of N.J.S.A. 52:27D-437.16 requires each municipality to assess an additional fee of \$20 per unit inspected for lead hazards and deposited into the Department of Community Affairs' Lead Hazard Control Assistance Fund established pursuant to N.J.S.A. 52:27D-437.4. Does your municipality assessed and collected the above-reference \$20 fee assessment for each lead inspection and send the proceeds to the Department of Community Affairs' Division of Housing & Community Resources for deposit into the Fund?			
035	Core Competencies	Lead Remediation	[1.00] Yes
If your municipality has identified rental dwellings that have experienced tenant turnover since July 22, 2022, have all of those units been inspected prior to re-occupancy?			
036a	Unscored Survey	Lead Remediation	[0.00] Other Comment: 3rd Party conducted by homeowner
Does your municipality have a permanent local agency that is currently conducting inspections for lead-based paint hazards in rental dwellings and enforcing the provisions of P.L. 2021, c. 182? If your answer is "Other" fill-in the name of the municipal agency under Comments. If your answer is "Shared Service", please fill-in the name of the agency and the local unit providing the service under Comments. Further information concerning the requirements of this recently enacted law are available at https://www.nj.gov/dca/codes/resources/leadpaint.shtml .			

036b	Unscored Survey	Lead Remediation	[0.00] No
If your municipality does not have a permanent local agency or a shared service currently conducting inspections for lead-based paint hazards in rental dwellings to enforce the provisions of P.L. 2021, c. 182, has your municipality retained a lead evaluation contractor to provide paid lead inspection services?			
037	Unscored Survey	Lead Remediation	[0.00] Yes
Pursuant to P.L. 2021, c. 182, has your municipality identified rental dwellings that have experienced tenant turnover since July 22, 2022?			
038	Unscored Survey	Lead Remediation	Comment: 3rd Party required to provide
The method of lead-based paint hazard inspection required for each municipality is at https://www.nj.gov/dca/codes/publications/pdf_lead/doh_lead_data_insp.pdf . If your municipality is required to perform a visual inspection, how many visual lead-based paint inspections did your municipality conduct (directly, through shared services, or through a certified lead evaluation contractor) since 2022? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.			
039	Unscored Survey	Lead Remediation	Comment: N/A
If your municipality is required to perform a dust wipe swiping under https://www.nj.gov/dca/codes/publications/pdf_lead/doh_lead_data_insp.pdf , how many dust wipe-sampling lead-based paint inspections did your municipality conduct (directly, through shared services, or through a certified lead evaluation contractor) since 2022? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.			
040	Unscored Survey	Lead Remediation	Comment: 0
How many post-remediation lead-based paint inspections has your municipality conducted (directly, through shared services, or through a certified lead evaluation contractor) since 2022? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.			

041	Unscored Survey	Lead Remediation	Comment: 0
How many lead safe certifications have been issued by your municipality since 2022? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.			
042	Unscored Survey	Opportunity Zones	[0.00] No
The Opportunity Zone program is a federal economic development tax incentive that aims to encourage long-term real estate development and business investments in designated low-income communities. More information on Opportunity Zones can be found at https://www.irs.gov/credits-deductions/businesses/opportunity-zones. The One Big Beautiful Bill Act makes the Opportunity Zone program a permanent feature of the federal tax code, requiring governors to nominate in 2026 new Opportunity Zones based on 2020 census tract boundaries. If your municipality does not already have an Opportunity Zone designation, would your municipality be interested in receiving an Opportunity Zone designation next year? Answer N/A if your municipality already has an Opportunity Zone designation.			
043a	Unscored Survey	Opportunity Zones	[0.00] No
Is your municipality aware of any real estate development projects or businesses that will be using the Opportunity Zone tax incentive or receiving an Opportunity Fund investment?			
043b	Unscored Survey	Opportunity Zones	Comment: N/A
If your municipality knows of any projects that are, or will be, using the Opportunity Zone tax incentive, please include the name of each project, the full address, a short description that includes the primary developer (if applicable), estimated value of the development (i.e. total permitted value), and the project's status (if known) on the Excel form provided on DLGS's Best Practices webpage. Upload the Excel form using the "Attach File" button toward the bottom of your screen. If you have uploaded the Excel form, type "File Uploaded" in the Comment Box. If you have not uploaded the Excel Form, type NA in the Comment Box.			

044	Core Competencies	Personnel	[0.00] No
N.J.S.A. 2C:51-2.d permanently disqualifies from future public employment any person convicted of an offense "relating directly to the person's performance in, or circumstances flowing from, the specific public office, position or employment held by the person." Disqualification from public employment relating to a conviction for a disorderly persons or petty disorderly persons offense may be waived by the court for good cause shown upon application of the county prosecutor or the Attorney General. Under certain circumstances, a certificate suspending the disqualification may be issued pursuant to the Rehabilitated Convicted Offender Act (N.J.S.A. 2A:168A-1 through 16). Before extending an offer of employment, does your municipality ask the individual whether they are currently disqualified from public employment due to a criminal conviction for which N.J.S.A. 2C:51-2.d applies?			
045	Core Competencies	Personnel	[1.00] N/A
For any municipal officers and employees NOT required by contract or municipal policy to make health benefit contributions in the amounts specified by the Chapter 78 health benefit contribution grid (excluding Rx and dental), is your municipality requiring those employees to contribute at least 1.5% of base salary towards health benefits pursuant to P.L. 2010, c. 2? See Local Finance Notices 2010-12 and 2011-20R for further details. Answer N/A if all of your municipality's officers and employees are required by contract or municipal policy to contribute at least the amount required by P.L. 2011, c. 78 for health benefits.			
046	Core Competencies	Personnel	[1.00] Yes
Payments for waivers filed before May 21, 2010 and maintained continuously since, cannot exceed fifty percent (50%) of the amount saved by the local unit as a result of the employee's waiver of coverage. For waivers filed on or after May 21, 2010, which is the effective date of P.L. 2010, c. 2, payments cannot exceed the lesser of twenty-five percent (25%) of the amount saved by the local unit as a result of the waiver, or \$5,000. When calculating an employee's waiver payment, the local unit must deduct the employee's healthcare contribution obligation from the total premium cost. Local units have sole discretion as to whether or not to offer employees payments for waiver of health benefits, and may offer waiver payments below the statutory maximum. Health benefit waiver payments are statutorily excluded from collective bargaining. See Local Finance Notices 2010-12 and 2016-10 for further discussion on health benefit waiver payments. Are your municipality's healthcare waiver payments at or below the statutory maximum? "N/A" is only applicable where the municipality does not make payments in lieu of health benefits.			

047	Core Competencies	Personnel	[1.00] Yes
N.J.A.C. 5:30-16.2 requires a municipality's purchasing agent (QPA and non-QPA), certified public works manager, and business administrator/municipal manager to register for GovConnect. If your municipality has one or more of the above-referenced titles, are the individuals in those titles registered for GovConnect with their most current e-mail addresses?			
048	Core Competencies	Personnel	[1.00] Yes
Has your municipality's chief financial officer, tax collector, and municipal clerk registered their most current e-mail addresses in GovConnect to allow continued receipt of EGG Notice broadcasts?			
049	Core Competencies	Personnel	[1.00] Yes
For all municipal officers and employees whose positions require a State-issued professional license or certification, has your municipality instituted a process to regularly verify that such officers and employees have valid licenses or certifications?			
050	Unscored Survey	Personnel	
Does your municipality currently have an unlicensed individual serving as an acting municipal clerk, temporary chief municipal finance officer, temporary purchasing agent, and/or a temporary chief public works manager? Select as many as are applicable or None of the Above.			
051	Unscored Survey	Personnel	[0.00] No
Does your municipality currently retain a chief financial officer through a professional services contract?			
052	Core Competencies	Procurement	[1.00] N/A
The purchase of insurance coverage and consultant services is a limited exception to public bidding by virtue of being deemed an Extraordinary Unspecifiable Service (EUS) pursuant to N.J.S.A. 40A:11-5(a)(ii) and 40A:11-5(1)(m). See Page 3 of the Local Finance Notice AU-2002-2 for further details. The standard EUS certification declaration is available at https://www.nj.gov/dca/divisions/dlgs/programs/lpcl_docs/eus_letter.pdf . Do not submit the form to DLGS. If your municipality has procured insurance under the EUS exception to public bidding, has your municipality followed the procedural requirements of an EUS in doing so?			

053	Core Competencies	Procurement	[1.00] Yes
N.J.S.A. 34:1A-1.16 authorizes the New Jersey Department of Labor and Workforce Development (NJDOLE) to create a list on its website, dubbed the Workplace Accountability in Labor List (The WALL), of any person found in violation of any State wage, benefit, and tax laws and against whom a final order has been issued by the NJDOLE for such violation. A contract cannot be awarded to any contractor or vendor appearing on the WALL. Review LFN 2024-18 for further information. Is your municipality cross checking prospective vendor or contractor names against the WALL before awarding any contract over the quote threshold?			
054	Core Competencies	Procurement	[1.00] Yes
P.L. 2023, c. 138 requires public works contractor registration and payroll certification for public works projects to be completed online at https://njwages.nj.gov/ . Contractors were required to be registered prior to August 15, 2024 with public entity registration strongly encouraged. Email njwagehubinfo@dol.nj.gov for assistance with registration. In addition to the NJ Wage Hub online requirements, certified payrolls shall continue to be submitted to the municipality in the manner and process that is consistent with each body's previous receipt of certified payrolls (e.g. email, fax). Is your municipality registered with NJDOLE's online certified payroll system?			
055	Core Competencies	Redevelopment	[1.00] Yes
Upon the adoption of a resolution by a municipal governing body determining that a delineated area, or any part thereof, is an area in need of redevelopment or an area in need of rehabilitation, N.J.S.A. 40A:12A-6.b(5)(c) and 40A:12A-14.a require the municipal clerk to transmit a copy of the resolution to the Commissioner of the Department of Community Affairs for review. If the area in need of redevelopment or rehabilitation is not located in an area in which development or redevelopment is to be encouraged pursuant to any State law, the determination shall not take effect without first receiving the review and approval of the Commissioner. If the area in need of redevelopment or rehabilitation is located within an area in which development or redevelopment is encouraged pursuant to State law, the resolution shall take effect after the municipal clerk has transmitted a copy of the resolution to the Commissioner. Areas in Need of Redevelopment and Areas in Need of Rehabilitation are featured on the NJ Community Asset Map hosted on the Office of Local Planning Services webpage under "Available Data and Applications." Has your municipality submitted all resolutions designating areas in need of redevelopment or rehabilitation within the municipality to the DCA Commissioner?			

056	Core Competencies	Redevelopment	[1.00] Yes
N.J.S.A. 40A:20-9.d requires an urban renewal entity with which the municipality has a financial agreement for a payment in lieu of taxes (PILOT) under the Long-Term Tax Exemption Law to submit annually, within 90 days after the close of its fiscal year, its auditor's reports to the mayor and the governing body. Does your municipality enforce the annual submission of urban renewal entity audit reports and review those reports?			
057	Core Competencies	Redevelopment	[1.00] Yes
For financial agreements under the Long-Term Tax Exemption Law that were entered into on or after July 9, 2003, N.J.S.A. 40A:20-12 requires municipalities to remit to the county five percent (5%) of each quarterly installment of the annual service charge paid by the urban renewal entity to the municipality. The county portion must be included with the quarterly tax installment paid to the county pursuant to N.J.S.A. 54:4-74. Does your municipality pay over to the county its statutory share of each Long-Term PILOT entered into on or after July 9, 2003?			
058	Core Competencies	Redevelopment	[1.00] Yes
Payments In Lieu of Taxes (PILOTs) can be a useful tool for economic development. However, municipalities must monitor PILOT agreements to ensure recipients comply with all agreement terms, particularly timely payment and reporting. Does your municipality have an official designated to monitor exemptions/abatements and ensure compliance with the PILOT agreement terms?			
059	Core Competencies	Shared Services & Consolidation	[0.00] No
N.J.S.A. 40A:65-4(b) requires a copy of each shared services agreement to be filed with the Division of Local Government Services. Has your municipality filed with the Division the most current copy of each shared services agreement under which the municipality provides one or more services to another local unit as defined by N.J.S.A. 40A:65-3 of the Uniform Shared Services and Consolidation Act? Only answer N/A if your municipality does not provide a shared service to another local unit.			

060	Unscored Survey	Shared Services & Consolidation	
	Local Finance Notice 2017-23 describes the avenues through which a municipality can consolidate multiple fire districts into a single fire district. If your municipality has multiple fire districts, has it recently reviewed, or is it currently reviewing, the feasibility of consolidating its multiple districts into a single district? Only answer N/A if your municipality does not have a fire district or only has a single fire district.	[0.00] N/A	
061a	Unscored Survey	Shared Services & Consolidation	
	If your municipality currently provides a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendent to another municipality pursuant to a shared services agreement, please select one or more of the options provided and list under Comments each municipality (and the county in which that municipality is located) along with the position being provided to that municipality. If your municipality currently provides none of these positions pursuant to a shared services agreement, select None of the Above and insert N/A into Comments.	Comment: Borough of Monmouth Beach	
061b	Unscored Survey	Shared Services	
	If the answer to Question 61a is yes, did one or more of the identified shared service agreements result in the dismissal of a tenured official? If yes, please insert under Comments 1) the position or positions where an agreement resulted in the dismissal of a tenured official; and 2) an estimate of the cost savings anticipated to be achieved by the participating municipalities at the outset of the agreement. If the answer is No or N/A, please insert "No" or "N/A" under Comments. See LFN 2018-3R for more information on this provision of the Common Sense Shared Service Act.	[0.00] No Comment: N/A	
062	Unscored Survey	Technology	
	Does your municipality routinely utilize an artificial intelligence (AI) platform in one or more of its departments?	[0.00] No	
063	Best Practices	Transparency	
	Does your municipality maintain on its website the most recent annual financial statement (AFS) and annual audit, including any corrective action plan? Please provide the link to the webpage on which both are posted under Comments. If the answer is "No" type "Answered No" under Comments.	[0.50] Yes Comment: https://ecode360.com/OC0304/	

064	Best Practices	Transparency	Does your municipality maintain on its website all current labor agreements, including memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements? Please provide the link to the webpage on which current labor agreements are posted under Comments. If the answer is "No" type "Answered No" under Comments.	[0.50] Yes Comment: https://www.oceanportboro.com
065	Best Practices	Transparency	Does your municipality maintain on its website, in an easily accessible location, the municipal master plan and all past and current master plan elements (e.g. land use, housing, stormwater management plan, traffic, open space and recreation)? Please provide the link to the webpage on which the master plan information is posted under Comments. If the answer is "No" type "Answered No" in the Comments.	[0.50] Yes Comment: https://ecode360.com/OC0304/
066	Best Practices	Transparency	Does your municipality feature a link on its website to the Division of Taxation's Property Tax Relief Program webpage at https://www.state.nj.us/treasury/taxation/relief.shtml ?	[0.50] Yes Comment: https://www.oceanportboro.com
067	Core Competencies	Transparency	Are your municipality's codified and uncoded ordinances, including all current salary ordinances, posted on the municipality's website? Please provide the link to the webpage on which the ordinances are posted under Comments. If the answer is "No" type "Answered No" under Comments.	[1.00] Yes Comment: https://www.oceanportboro.com
068	Core Competencies	Transparency	Does your municipality maintain on its website minutes and agendas, along with meeting dates, for the governing body, planning board, board of adjustment and all commissions? Please provide the link to the webpage on which the agendas and minutes are listed under Comments. If the answer is "No" type "Answered No" under Comments.	[1.00] Yes Comment: https://boroughoceanportnj.p

069	Core Competencies	Transparency
Does your municipality maintain on its website the previous three years of adopted budgets and the current year introduced or adopted budget, inclusive of the user-friendly budget section, as required pursuant to N.J.S.A. 40A:4-10? Please provide the link to the webpage on which the budgets are posted under Comments. If the answer is "No" type "Answered No" under Comments.		[1.00] Yes Comment: https://boroughoceanportnj.p
070	Core Competencies	Utilities
Section 4 of P.L. 2021, c. 317 establishes a Winter Termination Program allowing eligible residential customers to avoid service shutoff from November 15 through March 15 for non-payment of water, sewer, or electric service provided by a local unit. See Local Finance Notice 2024-17 for further details. Has your municipality notified its residential ratepayers about the Winter Termination Program in the manner required under law with respect to the utility services it provides?		[1.00] N/A

[Return to Question List \(/bpi/surveys/question-list/?id=c17d915d-4395-f011-b4cc-001dd80a67c9\)](#)

Best Practices Inventory Online Platform

Oceanport Borough

Scoring

Current Score: 38.00

Score	Aid Withheld
0 - 23	100% of final aid payment withheld
24 - 27	50% of final aid payment withheld
28 - 31	25% of final aid payment withheld
32 +	No aid withholding

**RESOLUTION OF THE BOROUGH OF OCEANPORT AUTHORIZING PAYMENT OF
BILL LIST FOR OCTOBER 16, 2025**

Resolution #2025-270
10/16/2025

WHEREAS, the Governing Body has considered the payment of said bills as set forth at its public meeting of October 16, 2025.

BE IT RESOLVED, by the Mayor and Council that the bills be paid as on the attached bill list for \$652,073.85

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 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 #2025-270
approved by the Oceanport Borough Council at the
Regular Meeting held October 16, 2025

STEPHANIE KRAMER
ACTING BOROUGH CLERK

**BOROUGH OF OCEANPORT
BILL LIST**

16-Oct-25

PAYEE	AMOUNT
PAYROLL ACCOUNT	\$202,698.40 PR #21
DCRP	\$633.23
MANUAL CHECKS	
JAMY HARRELL	\$800.00
GRANT FUND	\$0.00
CAPITAL	\$0.00
DOG REGISTRY TOTAL	\$448.65
OPEN SPACE TRUST TOTAL	\$3,993.78
SUI	\$0.00
UCC TRUST	\$29,571.61
TRUST OTHER TOTAL	\$5,671.47
ESCROW TRUST TOTAL	\$6,014.00
NON BUDGETARY	\$0.00
2024 VOUCHERS PAID THIS MEETING	\$165,486.14
2025 VOUCHERS PAID THIS MEETING	\$236,756.57
 TOTAL	 \$652,073.85

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


Dorra M. Phelps

List of Bills - (All Funds)

Vendor	Description	Payment	Check Total
Current Fund			
1007 - ACTION UNIFORMS, LLC	PO 20969 Uniform purchase Svenson	439.99	
	PO 21035 Uniform purchase Fagliarone	134.00	573.99
1658 - AMAZON CAPITAL SERVICES, INC	PO 20947 CLERK SUPPLIES	208.26	
	PO 21002 CLERK SUPPLIES	51.40	
	PO 21185 CLERK SUPPLIES	47.28	306.94
1001 - AR COMMUNICATIONS	PO 20549 New Radio purchase and install and radio	4,316.56	4,316.56
2012 - ATLANTIC SECURITY & FIRE, INC	PO 21141 ACCESS CONTROL MONITORING -10/01/25-12/3	96.00	96.00
1029 - BEATRIZ C CRANEY	PO 21092 INTERPRETING - SEPTEMBER 2025	450.00	
	PO 21093 INTERPRETING - SEPTEMBER 2025	355.00	805.00
2342 - BILLS WORK CLOTHING INC.	PO 21230 BOOTS AND UNIFORMS	490.00	490.00
1032 - BOB JENSEN PLUMBING, INC	PO 21142 REPAIRS @ OLD WHARF HOUSE	210.00	210.00
1047 - CENTRAL JERSEY HEALTH INSURANC	PO 21266 HEALTH / DENTAL INSURANCE - OCTOBER 2025	89,785.84	89,785.84
2357 - CHIEF TECHNOLOGIES LLC	PO 21173 CHIEF TECHNOLOGIES DASHBOARD- PROPOSAL	2,131.00	2,131.00
1987 - CINTAS CORPORATION NO 2	PO 21135 MONTHLY RUG CLEANING BORO HALL + PD	282.01	282.01
1054 - CITY OF LONG BRANCH	PO 21162 FIRE FIGHTERS 08/25/2025	1,196.52	1,196.52
2102 - DCH FORD OF EATONTOWN	PO 21233 SERVICE TRK 129 2016 FORD F-450	216.62	216.62
2353 - DINO QUAGLIETTA	PO 21022 Music in the Park 228 Band	500.00	500.00
1099 - EUROFINS ENVIRONMENT TESTING PHILAD	PO 21211 WATER TESTING - SEPTEMBER 2025	452.00	452.00
2354 - FBI NATIONAL ACADEMY ASSOCIATED, NJ CHAP	PO 21077 October 2025 Conference 51, 42	990.00	990.00
1106 - FIORE PAVING COMPANY, INC	PO 21260 2024 ROAD PROGRAM	165,486.14	165,486.14
2190 - FIS ON SITE SERVICE LLC	PO 21210 REPAIRS - 38-75	398.01	398.01
1116 - GANNETT NEW YORK/NEW JERSEY LOCALIQ	PO 21319 NOTICE ADS	69.32	69.32
1128 - GOODYEAR AUTO SERVICE CENTER	PO 20402 TIRE WORK 38-50	809.00	
	PO 21079 Tires Unit 2 old	967.94	
	PO 21136 New Tires for Unit 12	689.00	2,465.94
1141 - HOFFMAN RADIO NETWORK, LLC	PO 20400 AMPLIFIED CHARGERS	461.45	461.45
1143 - I.D.M. MEDICAL SUPPLY INC	PO 21224 FAS OXYGEN - JUNE 2025	210.80	210.80
1153 - JERSEY CENTRAL POWER & LIGHT	PO 21326 MAIN & INTERSECTION - 8/29/25-9/29/25	76.82	
	PO 21327 200-00-857-007 - 7/30/25-9/18/25	5,835.67	5,912.49
1480 - JOHN GUIRE SUPPLY	PO 21167 PARTS	42.95	
	PO 21168 SUPPLIES	5.72	
	PO 21169 SUPPLIES	72.98	121.65
1529 - JOHN GUIRE SUPPLY LLC	PO 21029 SUPPLIES	128.96	128.96
1164 - KEMPTON FLAGS LLC	PO 20148 FLAG POLES	5,950.00	5,950.00
2032 - KEVIN MORIARTY	PO 21095 PUBLIC DEFENDER	200.00	200.00
1185 - LAWES COAL CO INC	PO 21144 SUPPLIES	14.80	
	PO 21145 SUPPLIES	72.00	86.80
1814 - LEAF	PO 21323 OEM COPIER -10/25/25	82.32	82.32
1245 - NJ AMERICAN WATER CO	PO 21259 HYDRANT SERVICE 8/23/25-9/24/25	9,900.99	9,900.99
1251 - NJ NATURAL GAS CO	PO 21256 930 OCEANPORT WAY -8/14/25-9/15/25	376.76	
	PO 21257 910 OCEANPORT WAY - 8/14/25-9/18/25	56.09	
	PO 21258 920 OCEANPORT WAY - 8/14/25-9/15/25	55.83	488.68
1938 - PRIMEPOINT, LLC	PO 21265 PAYROLL SERVICES- 8/31/25-9/26/25	703.85	703.85
1286 - PRO JANITORIAL SERVICES, LLC	PO 21324 CLEANING SERVICES - OCTOBER	3,000.00	3,000.00
1791 - READY FRESH	PO 21303 WATER DELIVERY SERVICE - SEPTEMBER	213.89	213.89
1999 - RESORTS CASINO HOTEL	PO 20768 LODGING FOR LEAGUE - SUTTON	244.00	
	PO 20769 LODGING FOR LEAGUE - LAPORTA	244.00	
	PO 20777 LODGING FOR LEAGUE - BUTOW	244.00	732.00
1528 - RUTGERS UNIVERSITY	PO 21053 -CLASS- BASIC CHAINSAW SAFETY 09/23/2025	585.00	585.00
1320 - SHORE BUSINESS SOLUTIONS, INC	PO 20999 CONTRACT USAGE- COURT	9.29	9.29
1500 - SHUPPER-BRICKLE EQUIPMENT CO	PO 20419 REPAIR HOIST FOR DPW GARAGE	2,640.06	2,640.06
1326 - SIPS PAINT & HARDWARE	PO 21215 SUPPLIES	8.45	8.45
1327 - SLATTERY PEST MANAGEMENT, LLC	PO 21139 PESTICIDE CONTROL SERVICES- OLD WHARF HO	50.00	50.00
1643 - STATE TOXICOLOGY LAB	PO 21102 Random drug testing for Officers	315.00	315.00
1049 - STATE TREASURER	PO 21301 RMC Renewal - Phelps	50.00	50.00
1337 - SUBURBAN DISPOSAL	PO 21320 DISPOSAL FEE - SEPTEMBER	26,915.43	
	PO 21321 COLLECTION -SEPTEMBER 2025	39,500.00	66,415.43
1338 - SUPLEE, CLOONEY & COMPANY	PO 21159 AUDIT SERVICES	30,350.00	30,350.00
1849 - TABB INC	PO 21287 BACKGROUND CHECK - NEW EMPLOYEES	84.00	84.00
1580 - THE TWO RIVER TIMES	PO 21318 NOTICE ADS #24788 #24789 #24790	101.60	101.60

List of Bills - (All Funds)

Vendor	Description	Payment	Check Total
1996 - TREASURER, STATE OF NJ	PO 21241 FIRE SAFETY RENEWAL- GRIFFIN	182.00	182.00
1368 - TRIDENT ABSTRACT TITLE LLC	PO 21158 TITLE SEARCH - OPEN SPACE PURCHASE	832.00	832.00
2061 - UGI ENERGY SERVICES, LLC	PO 21298 HOOK & LADDER -8/13/25-9/12/25	4.32	
	PO 21299 DPW -8/13/25-9/13/25	30.80	
	PO 21300 FAS UTILITIES - 8/13/2025-9/12/2025	27.72	62.84
1382 - US POSTAL SERVICE	PO 21296 USPS MARKETING MAIL	370.00	370.00
2268 - VAN WICKLE AUTO SUPPLY, INC	PO 20960 TRK 120 2004 FORD PICK UP NJ REG MG6145	134.04	134.04
1387 - VERIZON	PO 21254 POLICE FIOS - 8/25/25-10/23/25	392.53	392.53
1388 - VERIZON WIRELESS	PO 21315 POLICE WIRELESS - 8/24/25-9/23/25	286.12	286.12
1392 - W.B. MASON CO, INC	PO 21183 SUPPLIES - ADMIN, BLDG, POLICE, FINANCE	318.63	318.63
1396 - WILLIAM RESNYK	PO 21239 REIMBURSEMENT	89.95	89.95
DOG TRUST FUND			
1445 - Monmouth County SPCA	PO 21216 ANIMAL CONTROL SERVICES - AUGUST 2025	446.25	446.25
1367 - TREASURER:STATE OF NJ HEALTH	PO 21331 SEPTEMBER DOG REPORT	2.40	2.40
OPEN SPACE TRUST			
1658 - AMAZON CAPITAL SERVICES, INC	PO 21020 SUPPLIES FOR MARIA GATTA	187.49	187.49
1297 - CLAYTON BLOCK CO, INC	PO 21134 CONCRETE/ BLACKBERRY BAY PARK	1,952.32	1,952.32
1685 - JANITOR SUPPLY CORP	PO 21146 SUPPLIES FOR PARKS	248.98	248.98
1153 - JERSEY CENTRAL POWER & LIGHT	PO 21325 280 PORT AU PECK - 10/6/25	1,404.99	1,404.99
1327 - SLATTERY PEST MANAGEMENT, LLC	PO 21138 PESTICIDE CONTROL SERVICES- MARIA GATTA	200.00	200.00
UCC Trust			
2156 - FOVEONICS DOCUMENT SOLUTIONS	PO 21225 SCANNING AND RECORDS MANAGEMENT	28,530.77	28,530.77
2186 - HARD ROCK HOTEL & CASINO	PO 21240 FLOOD CONFERENCE - M THULEN	397.50	397.50
1999 - RESORTS CASINO HOTEL	PO 20677 NJ LEAGUE CONFERENCE HOTEL	366.00	366.00
1392 - W.B. MASON CO, INC	PO 21183 SUPPLIES - ADMIN, BLDG, POLICE, FINANCE	277.34	277.34
OTHER TRUST			
2302 - DAVID ZUIDEMA INC.	PO 21087 Porta Potty for Summers End	250.00	250.00
2364 - KENNETH V MAGOS	PO 21283 DRIVE BY HISTORY	750.00	750.00
1207 - MICHELE J FERRULLI	PO 21249 SUMMERS END - REIMBURSEMENT	3,965.00	3,965.00
1300 - RED BANK RECYCLING	PO 21019 RECYCLING	677.50	677.50
1313 - SAKER SHOPRITE INC	PO 21238 Summers End water/gatorade	28.97	28.97
DEVELOPERS ESCROW TRUST			
1807 - COLLIERS ENGINEERING & DESIGN	PO 21244 PB Engineering- FMBC	855.00	
	PO 21245 PB Engineering- FMBC	3,237.50	
	PO 21248 PB Engineering- OPORT PARTNERS	92.50	4,185.00
2362 - FARRAH BUILDERS, INC	PO 21289 COAH REFUND	1,619.00	1,619.00
1499 - KEVIN E KENNEDY, ESQ	PO 20683 PB LEGAL- 6 BLUE POINT COVE ROAD, MOCCI	45.00	
	PO 21177 PB LEGAL- 6 BLUE POINT COVE ROAD, MOCCI	165.00	210.00
TOTAL			447,942.22

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-101-01-000-011	CASH OPERATING			0.00	402,242.71
01-201-20-100-200	ADMINISTRATIVE & EXECUTIVE OE	831.17			
01-201-20-120-200	MUNICIPAL CLERK OE	477.86			
01-201-20-130-200	FINANCIAL ADMINISTRATION OE	31,316.73			
01-201-20-145-200	COLLECTION OF TAXES OE	244.00			
01-201-20-150-200	ASSESSMENT OF TAXES OE	244.00			
01-201-20-155-200	LEGAL SERVICES OE	832.00			
01-201-23-210-202	HEALTH	84,924.21			
01-201-23-210-203	DENTAL	4,861.63			
01-201-25-240-200	POLICE OE	8,415.03			
01-201-25-240-300	PUBLIC SAFETY EQUIPMENT	1,196.52			
01-201-25-252-200	EMERGENCY MANAGEMENT OE	82.32			

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-201-25-255-200	FIRE HYDRANT SERVICE OE	9,900.99			
01-201-25-260-200	FIRST AID ORGANIZATION OE	699.97			
01-201-25-260-205	VEHICLE MAINTENANCE	809.00			
01-201-25-265-200	FIRE DEPARTMENT OE	2,131.00			
01-201-25-265-209	REPAIRS & MAINTENANCE	398.01			
01-201-25-265-400	FIRE BUREAU OE	182.00			
01-201-26-300-200	STREETS & ROADS OTHER EXPENSES	585.00			
01-201-26-300-271	REPAIRS	393.61			
01-201-26-300-273	SUPPLIES	294.46			
01-201-26-300-281	UNIFORM	490.00			
01-201-26-305-200	SANITATION-TRASH REMOVAL OE	32,000.00			
01-201-26-306-200	RECYCLING OE	7,500.00			
01-201-26-310-200	PUBLIC BUILDINGS & GROUNDS OE	9,240.46			
01-201-26-310-252	REPAIRS & EQUIPMENT	2,996.06			
01-201-27-335-300	WATER WATCH COMMITTEE-OTHER	452.00			
01-201-28-371-200	PARKS AND PLAYGROUNDS OE	500.00			
01-201-31-430-203	TELEPHONE/INTERNET	392.53			
01-201-31-430-205	NATURAL GAS	523.80			
01-201-31-430-207	STREET LIGHTING	5,912.49			
01-201-31-465-200	SANITATION DUMPING FEES	26,915.43			
01-201-43-490-200	MUNICIPAL COURT OE	814.29			
01-201-43-495-200	PUBLIC DEFENDER-OTHER EXPENSE	200.00			
01-203-44-900-910	(2024) BOROUGH ROADS		165,486.14		
TOTALS FOR	Current Fund	236,756.57	165,486.14	0.00	402,242.71
05-101-00-100-011	CASH - TD			0.00	448.65
05-161-00-500-040	DUE TO ESTATE OF NJ			2.40	
05-270-00-500-020	RESERVE FOR EXPENDITURES			446.25	
TOTALS FOR	DOG TRUST FUND	0.00	0.00	448.65	448.65
06-101-01-100-011	OPEN SPACE CASH - TD			0.00	3,993.78
06-270-00-500-020	RESERVE FOR OPEN SPACE			3,993.78	
TOTALS FOR	OPEN SPACE TRUST	0.00	0.00	3,993.78	3,993.78
18-101-01-100-101	CASH UCC TRUST			0.00	29,571.61
18-270-55-600	RESERVE FOR UCC TRUST			29,571.61	
TOTALS FOR	UCC Trust	0.00	0.00	29,571.61	29,571.61
60-101-01-100-101	CASH-OTHER TRUST - TD			0.00	5,671.47
60-270-55-600-115	RES.FOR SUMMERS END			4,243.97	
60-270-55-600-135	RES.FOR HISTORICAL COMMITTEE			750.00	
60-270-55-600-206	RES FOR RECYCLING			677.50	
TOTALS FOR	OTHER TRUST	0.00	0.00	5,671.47	5,671.47
61-101-01-100-101	CASH-DEV.ESCROW/TD			0.00	6,014.00
61-270-55-600-205	RES.FOR DEV.ESCROW			6,014.00	
TOTALS FOR	DEVELOPERS ESCROW TRUST	0.00	0.00	6,014.00	6,014.00
Total to be paid from Fund 01 Current Fund		402,242.71			
Total to be paid from Fund 05 DOG TRUST FUND		448.65			
Total to be paid from Fund 06 OPEN SPACE TRUST		3,993.78			
Total to be paid from Fund 18 UCC Trust		29,571.61			
Total to be paid from Fund 60 OTHER TRUST		5,671.47			
Total to be paid from Fund 61 DEVELOPERS ESCROW TRUST		6,014.00			
		447,942.22			

Pending Payments (*Not Finalized*)

All Funds

Month of October

From 10/01/2025 to 10/31/2025 With a Line Amount > 10000.00

Date	ENTRY	ACCOUNT	PO	Check #	VENDOR/DESCRIPTION	DEBIT	CREDIT	OR ACCOUNT
10/08/2025	68686	01-201-23-210-202	21266		HEALTH	84,924.21		
						84,924.21	-	
10/08/2025	68687	01-201-23-210-203	21266		DENTAL	4,861.63		
						4,861.63	-	
10/08/2025	21266		21266		CENTRAL JERSEY HEALTH INSURANC		89,785.84	01-101-01-000-011
						-	89,785.84	
10/08/2025	68766	01-203-44-900-910	21260		PARTIAL PAYMENT NO. 1	165,486.14		
						165,486.14	-	
10/08/2025	21260		21260		FIORE PAVING COMPANY, INC		165,486.14	01-101-01-000-011
						-	165,486.14	
10/08/2025	68529	18-270-55-600-210	21225		PICKUP AND DELIVERY	55.00		
						55.00	-	
10/08/2025	68530	18-270-55-600-210	21225		PREPERATION OF FILES	2,358.00		
						2,358.00	-	
10/08/2025	68531	18-270-55-600-210	21225		INDEXING OF FILES	3,055.55		
						3,055.55	-	
10/08/2025	68532	18-270-55-600-210	21225		BOXING AND LABELING OF FILES	2,520.00		
						2,520.00	-	
10/08/2025	68533	18-270-55-600-210	21225		IMAGING OF FILES SMALL	9,656.87		
						9,656.87	-	
10/08/2025	68534	18-270-55-600-210	21225		QUALITY CONTROL	4,698.00		
						4,698.00	-	
10/08/2025	68535	18-270-55-600-210	21225		SORTING OF BLUEPRINTS	3,240.00		
						3,240.00	-	
10/08/2025	68537	18-270-55-600-210	21225		IMAGING OF FILES LARGE	2,947.35		
						2,947.35	-	
10/08/2025	21225		21225		FOVEONICS DOCUMENT SOLUTIONS		28,530.77	18-101-01-100-101
						-	28,530.77	
10/08/2025	68493	01-201-20-130-203	21159		2024 ANNUAL AUDIT	21,600.00		
						21,600.00	-	
10/08/2025	68494	01-201-20-130-203	21159		2024 ANNUAL FINANCIAL STATEMENT AND ANNUAL DEBT STATEMENT	7,000.00		
						7,000.00	-	
10/08/2025	68495	01-201-20-130-203	21159		2025 ANNUAL BUDGET	1,750.00		
						1,750.00	-	
10/08/2025	21159		21159		SUPLEE, CLOONEY & COMPANY		30,350.00	01-101-01-000-011
						-	30,350.00	
10/09/2025	69001	01-201-31-465-201	21320		DISPOSAL	20,800.00		
						20,800.00	-	
10/09/2025	69002	01-201-31-465-201	21320		RECYCLING ENHANCEMENT ACT	699.63		

Pending Payments (*Not Finalized*)

All Funds

Month of October

From 10/01/2025 to 10/31/2025 With a Line Amount > 10000.00

Date	ENTRY	ACCOUNT	PO	Check #	VENDOR/DESCRIPTION	DEBIT	CREDIT	CR ACCOUNT
						699.63	-	
10/09/2025	69003	01-201-31-465-201	21320		RECYCLING FEE	5,416.80		
						5,416.80	-	
10/09/2025	21320		21320		SUBURBAN DISPOSAL		26,915.43	01-101-01-000-011
						-	26,915.43	
10/09/2025	68999	01-201-26-305-201	21321		COLLECTION	32,000.00		
						32,000.00	-	
10/09/2025	69000	01-201-26-306-201	21321		RECYCLING	7,500.00		
						7,500.00	-	
10/09/2025	21321		21321		SUBURBAN DISPOSAL		39,500.00	01-101-01-000-011
						-	39,500.00	
						380,568.18	380,568.18	

October Totals

Totals by Account for October

ACCOUNT	ACCOUNT TITLE	LY BUDGET	CY BUDGET	NON BUDGET	PENDING CR
01-101-01-000-011	CASH OPERATING				352,037.41
18-101-01-100-101	CASH UCC TRUST				28,530.77
01-201-20-130-203	AUDIT		30,350.00		
01-201-23-210-202	HEALTH		84,924.21		
01-201-23-210-203	DENTAL		4,861.63		
01-201-26-305-201	SANITATION TRASH REMOVAL		32,000.00		
01-201-26-306-201	OTHER EXPENSES		7,500.00		
01-201-31-465-201	SANITATION DUMPING FEES		26,915.43		
01-203-44-900-910	(2024) BOROUGH ROADS	165,486.14			
18-270-55-600-210	SCANNING & RECORD MANAGEMENT			28,530.77	
Totals		165,486.14	186,551.27	28,530.77	380,568.18

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				352,037.41
18-101-01-100-101	CASH UCC TRUST				28,530.77
01-201-20-130-203	AUDIT		30,350.00		
01-201-23-210-202	HEALTH		84,924.21		
01-201-23-210-203	DENTAL		4,861.63		
01-201-26-305-201	SANITATION TRASH REMOVAL		32,000.00		
01-201-26-306-201	OTHER EXPENSES		7,500.00		
01-201-31-465-201	SANITATION DUMPING FEES		26,915.43		
01-203-44-900-910	(2024) BOROUGH ROADS	165,486.14			
18-270-55-600-210	SCANNING & RECORD MANAGEMENT			28,530.77	
Totals		165,486.14	186,551.27	28,530.77	380,568.18

**RESOLUTION OF THE BOROUGH OF OCEANPORT
AWARDING A CONTRACT FOR LAND DEVELOPMENT
CONSULTING SERVICES – CONSTRUCTION OF BOATHOUSE
AT BLACKBERRY BAY PARK BETWEEN INSITE ENTERPRISES
AND THE BOROUGH OF OCEANPORT**

**Resolution #2025-271
10/16/25**

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 land development consulting services for the construction of a boathouse at Blackberry Bay Park and the Purchasing Agent has recommended appointment of **InSite Enterprises, 1955 Route 34, Wall, NJ 07719**; 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, **InSite Enterprises, 1955 Route 34, Wall, NJ 07719** 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. **InSite Enterprises, 1955 Route 34, Wall, NJ** is hereby appointed to provide portable land development consulting services for the construction of a boathouse at Blackberry Bay Park for calendar year 2025 for an amount not to exceed Seventeen Thousand Eight Hundred Fifty Dollars (\$17,850.00).
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	()	()	()	()

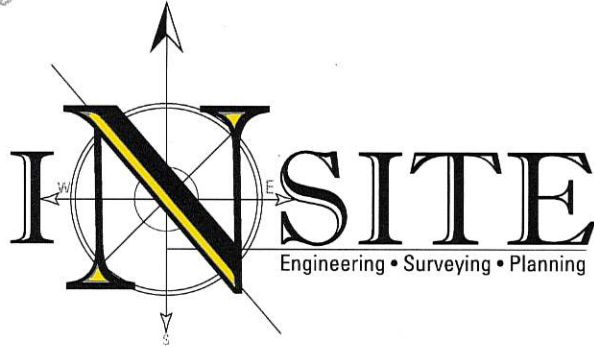
I certify this to be a true copy of Resolution #2025-271 approved by the Oceanport Borough Council at the Regular Meeting held October 16, 2025.

STEPHANIE KRAMER
ACTING BOROUGH CLERK

\$17,850.00

Borough of Oceanport
Attn: Donna Phelps
910 Oceanport Way
Oceanport, NJ 07757

Via E-mail: dphelps@oceanportboro.com



September 3, 2025

Revised September 29, 2025

Subject: **Proposal – Land Development Consulting Services**
Proposed Recreational Boathouse – Blackberry Bay Park
Block 20, Lot 1; Blocks 21 & 25; Lots 1 & 1
440 Port Au Peck Avenue
Borough of Oceanport, Monmouth County, New Jersey

Ms. Phelps:

We sincerely appreciate the opportunity of this proposal and look forward to working with you on this project. It is hereby acknowledged that InSite Engineering, LLC (InSite) will provide Professional Services to the undersigned (Client) as described below.

PROJECT SCOPE

We understand that the Borough is exploring the construction of a boathouse at the Blackberry Bay Park to support the Monmouth University and Christian Brothers Academy crew team activities, including skiff storage and potential office or meeting space. The scope of this proposal includes completing a property survey, evaluating environmental constraints, and preparing a constraints map to identify the buildable area for the proposed facility.

Based on our extensive experience in Oceanport we are confident that we can provide the highest quality of service to your development project.

DESCRIPTION OF SERVICES

*** Item 1 Surveying Services**

*** Item 1.1 Boundary, Topographic and Utility Survey (Overall Property)**

We will obtain all pertinent information and documentation in the client's possession relative to the property. This information includes, but not limited to, prior surveys, deeds, title reports, prior tract maps, filed maps, and public records. InSite professionals will make a full due diligence effort in obtaining all documentation to render an accurate survey of the property. A field survey will then be performed to uncover and collect all planimetric features on the site. This includes fences, physical occupations influencing property line determination, and any encroachments that

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may exist along the boundary lines. The collected data will be analyzed, resolved and drafted in an appropriately scaled drawing.

We will obtain elevations throughout the site and within adjacent roadway which will be sufficient for generating contours at one-foot intervals. All elevations will be based upon the North American Vertical Datum of 1988 (NAVD 88) vertical datum. Elevations will extend 10 feet onto the adjoining parcels where feasible. This also includes the building finished floor, ridge elevations, swales, berms, ditches and any other pertinent topographical information that may impact design phases. All underground utility information will be based upon visible surface features and available reference mapping obtained from the township or city. This includes storm sewer locations and inverts, sanitary sewer service locations and inverts, overhead and underground electric, water service, gas service, and any other utility servicing the building.

Insite requests a complete and current Title Commitment be provided to render an accurate survey. This includes, but not limited to Schedule A (Vesting deeds), Schedule B (Exceptions), and copies of all deeds contained within said Schedules. All plottable Exceptions will be depicted and labeled on the completed survey. If a title search is not provided, the survey will be subject to easements of record (recorded/unrecorded) and restrictions contained therein. The Title Commitment should be provided upon authorization of the project to ensure it can be properly reviewed and incorporated into the survey work. If the current Title Commitment, or a revised commitment, is provided after the completion of survey work, any subsequent title review and related updates to the survey will be billed at an additional cost based on time and expense.



Price.....\$7,850

*** Item 1.2 Set Property Corners (If requested)**

N/A

When completing a property survey, we are required by law to set property corner markers, or to confirm the accurate location of existing property corner markers. You have the right to waive

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this requirement. If you choose to waive this requirement, kindly make your selection below. If you have selected yes, and if a corner is inaccessible, offset stakes will be set demarcating the property lines and clearly plotted on survey.

N/A Price.....\$1,200

*** Item 2 Environmental Due Diligence**

*** Item 2.1 Preliminary Environmental Study**

InSite will evaluate environmental constraints on the subject property and how they may impact future development. We will do the following:

- Review resource maps for wetlands, soils, streams, flood hazard area, and threatened and endangered species.
- Identify potential for onsite wetlands, conduct a wetland delineation, if applicable (details of the Wetland Delineation work are highlighted under Item 3.3).
- Evaluate applicability of the Coastal Zone Management Rules (N.J.A.C. 7:7), Flood Hazard Area Control Act Rules (N.J.A.C. 7:13), and Freshwater Wetlands Rules (N.J.A.C. 7:7A), as applicable.
- Evaluate the likely riparian zone width and wetlands transition area width, as applicable.
- Submit an OPRA request to NJDEP for previous Division of Land Resource Protection files for the Property.
- Submit a Natural Heritage Data Request Form to the NJDEP for Threatened and Endangered Species Habitat information for the Property.
- Provide an email summary of environmental findings and NJDEP permits or approvals that may be required for the proposed project.

reduced from \$1500

Price.....\$1,000

*** Item 2.2 Wetlands Delineation**

InSite will perform a site visit to determine if wetlands are present on the subject property, the following is included in this phase:

- Delineate wetlands on the property using the three-parameter approach outlined in the *Federal Manual for Delineating Jurisdictional Wetlands*.
- Locate the wetlands and top of bank on the property, using a handheld GPS Trimble unit.
- Complete soil boring logs and a vegetation survey.
- Provide an exhibit showing the approximate location of wetlands onsite over an aerial image.

They recommend

Price.....\$2,500

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*** Item 3 NJDEP Letter of Interpretation (LOI)**

InSite will prepare an application for a Letter of Interpretation (LOI) for submittal to the NJDEP, Division of Land Resource Protection. The purpose of the LOI is to obtain verification of the limits of wetlands and transition areas on the site. We will do the following to prepare and submit the application:

- Complete the application form for signature by the applicant/owner and calculate the application fee;
- Request a certified list of property owners within 200 feet from the municipality;
- Submit an OPRA request for NJDEP Division of Land Resource Protection files for the property;
- Conduct a historical aerial review;
- Prepare site location maps;
- Conduct a historical aerial review;
- Prepare site location maps;
- Prepare data sheets with descriptions of wetlands/uplands soils and vegetation;
- Prepare public notice in accordance with the applicable requirements of N.J.A.C. 7:7A-17; and
- Submit an administratively complete application to the NJDEP Division of Land Resource Protection.

Price.....\$4,000

Note that the NJDEP application fee is not included and must be paid directly to NJDEP by Client. Certified mail notices will be billed at \$15/notice. Reimbursable expenses such as, but not limited to, the Natural Heritage Program Letter and OPRA file reproduction costs are not included.

*** Item 4 Constraints Map/Concept Sketch**

InSite will prepare a Constraints Map (not signed/sealed) for your review. The Constraints Map will indicate the findings from our work, such as wetland locations with associated transition areas, flood hazard area, zoning constraints, etc. We anticipate the Constraints Map will become a living document as your project moves forward. Please note if an up-to-date survey is not provided, the limits of the constraints onsite will be approximate, based on available mapping.

The approximate location of the boathouse will be shown on the plan.

Price.....\$2,500

*** Item 5 Project Meetings**

A representative from InSite will attend meetings with the project team and jurisdictional review agencies as necessary. For the purpose of this proposal, attendance at project meetings will be invoiced in accordance with our prevailing rate schedule.

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*** Item 6 NJDEP Post-Submission Support**

This phase includes post-submission support to address any feedback or requests from the NJDEP following the submittal of an administratively complete application. This may include the following:

- Correspondence with NJDEP personnel regarding the administratively complete permit application.
- Review and assessment of any comments, requests for clarification, or additional information received from NJDEP following the submission.
- Monitor the status of the submission with NJDEP, keeping track of approval timelines and any subsequent requests for information.
- Provide an email summary of the approved permit conditions and requirements
- This item will include revising the survey to address required wetland line revisions, addition of the NJDEP assigned wetland transition area, and a metes and bounds description of the wetland line.

Please note any post submission meetings with NJDEP will be billed hourly in accordance with our prevailing rate schedule.

Time & Expense

*** Item 7 Project Management**

As a member of your professional team, we will remain available to you to provide professional engineering support as needed throughout the duration of your project. For any work requested of us that is beyond the scope outlined herein, we will proceed in accordance with our prevailing rate schedule. Alternatively, we may provide a separate Work Authorization Form (WAF) for additional services that have a defined scope. Out of scope work may include pre-approval plan revisions, post approval resolution compliance efforts, responding to jurisdictional agency comments, revised architectural plans, client requested plan revisions, etc.

GENERAL NOTES

Any services required beyond those specifically identified in this proposal are considered out of scope. Out of scope services may be provided by InSite in accordance with our prevailing rate schedule or through a Work Authorization Form.

InSite respectfully requests a retainer in the amount of **\$5,000**. This amount will be held in the Client's account and applied to the final billing for this work. *Receipt of the retainer, signed proposal, and corner marker election will be our authorization to proceed.*

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We sincerely appreciate the opportunity to present this proposal to you. We look forward to working with you. If you have any questions, please feel free to contact us anytime.

Sincerely,
InSite Engineering, LLC

A handwritten signature in black ink, appearing to read "Patrick R. Ward". The signature is fluid and cursive, with the first and last names being more prominent.

Patrick R. Ward, PE, PP

InSite Engineering, LLC

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CLIENT AUTHORIZATION

By signing below, the Client agrees to the description of services as outlined above, and the Professional Services Terms and Conditions attached hereto.

Donna M. Phelps 10-6-25 BOROUGH OF OCEANPORT
Client's signature Date Company Name

Donna M. Phelps Borough Administrator
Please Print Title

910 OCEANPORT Way OCEANPORT NJ 09757
Mailing Address

732-222-8221x1003 DPHELPS@OCEANPORTBORO.COM
Phone Number Email Address

BILLING CONTACT ☒ (check here if same as above)

Contact Name Title

Mailing Address

Phone Number Email Address

CORNER MARKERS

- ☐ Yes: I would like corner markers set.
☒ No: I choose to waive the setting of corner markers.

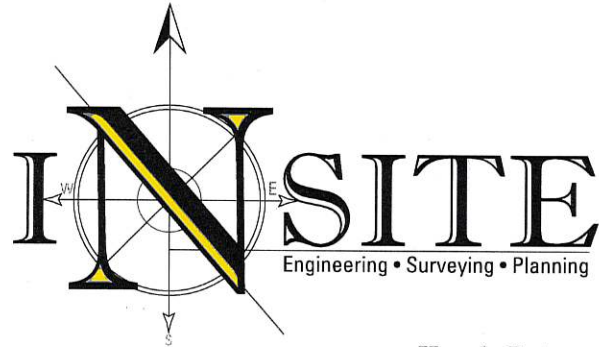
Under Section 13:40-5.2 of the Statutes & Regulations set forth by the State Board of Professional Engineers & Land Surveyors for New Jersey, corner markers shall be set at each property corner not previously marked by a property marker, unless the actual corner is not accessible, or unless a written waiver signed by the ultimate user is obtained and retained for a period of six years by the surveyor performing the survey.

This is to advise that I have been made aware of my right to have corner markers set as part of a survey to be performed on the aforementioned property. In addition, I have been made aware of the potential impact of waiving including: (1) the possible need for a future survey as a result of physical improvements to the property, such as a fence, addition, deck, pool, or shed, and (2) the potential inability of the ultimate user to identify the boundary of the property which could result in a boundary dispute with an adjoining property owner and/or property improvements not accurately situated on my property. The right to have corner markers set is hereby waived, and you are directed to perform the land survey without the setting of corner markers as provided by the regulation (N.J.A.C. 13:40-5.2) of the State Board of Professional Engineers and Land Surveyors.

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INSITE ENGINEERING, LLC
RATE COMPENSATION SCHEDULE
 Valid: January 1, 2025 through December 31, 2025



<u>Classification</u>	<u>Hourly Rate</u>
Partner	\$270
Principal	\$265
Senior Associate	\$243
Associate	\$226
Senior Project Manager	\$215
Project Manager	\$198
Assistant Project Manager	\$188
Professional Engineer	\$188
Senior Design Engineer	\$176
Permit Expeditor	\$171
Design Engineer	\$160
Project Coordinator	\$144
Junior Design Engineer	\$144
Senior CAD Technician	\$132
CAD Technician	\$116
Junior CAD Technician	\$100
Senior Environmental Project Manager	\$198
Environmental Project Manager	\$176
Senior Environmental Specialist	\$154
Environmental Specialist	\$138
Junior Environmental Specialist	\$116
Professional Planner	\$221
Senior Landscape Designer	\$154
Landscape Designer	\$144
Administrative Assistant	\$71

IN-HOUSE REPRODUCTION	REPORT	\$0.35 PER SHEET
	11X17 COLOR PRINTS	\$2.50 PER SHEET
	LARGE FORMAT PRINTS, BLACK & WHITE	\$0.60 PER SF
*Expenses shall be passed on to the Client at cost plus 15%.		
*Travel shall be reimbursable at the published Federal rate.		

**InSite Engineering LLC
PROFESSIONAL SERVICES
TERMS AND CONDITIONS**

September 3, 2025

between **InSite Engineering, LLC** ("InSite") and **Borough of Oceanport**
(the "Client"), collectively (the "Parties"):

1. PROFESSIONAL RESPONSIBILITY – InSite represents to the Client that services identified in the Proposal (the "Work") shall be performed within the limits described in accordance with the scope of services contained in the Proposal, and in a manner consistent with that level of care and skill ordinarily exercised by comparable professional firms in the same locality, at the same site and under similar circumstances and conditions at the time the services are performed. No other representations to the Client, expressed or implied, and no warranty or guarantee is included or intended hereunder, or in any report, opinion, document or otherwise. InSite does not guarantee approval of any plans submitted for review, nor will InSite be responsible for the timeliness of the Work and acquisition of applicable approvals. The Client agrees it has retained InSite for Professional Services in connection with the preparation of documents submitted to various jurisdictional entities for review, and client accepts the risk associated with the project. InSite shall not be responsible for construction means and methods, techniques, sequences or procedures for safety precautions and programs in connection with the Work, for the acts or omissions of the Client's Contractor, Subcontractors or any other persons performing any of the work or for the failure to carry out the Work in accordance with the Contract Documents.

2. CLIENT RESPONSIBILITY – Client agrees to provide right of entry for InSite's personnel and equipment, its subconsultant(s), and its subcontractor(s) necessary to complete the Work. If the site is owned by others, the Client represents and warrants that the owner has granted permission for InSite to enter the site and perform the services. Client will provide InSite with written verification of the site access permission upon request.

Client hereby agrees to defend, indemnify, and hold InSite, its employees, officers, and subcontractors harmless from any and all loss, damages, claims, penalties, causes of action liabilities and expenses (including but not limited to) legal expenses, including an attorney of InSite's choice, deriving out of any claim or loss of damage to property, including injuries to or death of persons including InSite's employees caused by or resulting from the Client's negligence, willful conduct, or omissions.

Client further agrees to assist InSite by placing at InSite's disposal, any and all information available pertaining to the project, except those maintained by InSite for its ordinary conduct of business, such that services may be performed in the most efficient fashion, including existing plans, correspondence, reports, specifications, and any other related items. Client shall further cause any and all Contractors, Subcontractors, Material Suppliers and other entities or persons actually responsible for construction of the Work to indemnify InSite to the fullest extent permitted by law against risks which are not normally borne by the engineering profession.

3. PAYMENT TERMS – The executed Proposal shall act as an Agreement between InSite and the Client for the provision of the Work (including any additional services performed). InSite agrees to perform services and the Client agrees to pay InSite for work outlined in the Agreement, in accordance with the terms of the Proposal, without regard to the success or time of completion of the project. This Agreement may be terminated by either party upon seven (7) days' written notice, should any terms not be performed in accordance with this Proposal. In the event of

termination of the Agreement, InSite shall be paid for all services and expenses incurred, through the termination date as set forth in writing to or from InSite as the case may be.

Invoices for Professional Services and expenses incurred shall be generated upon completion of project milestones, or at a minimum on a monthly basis, and are due and payable immediately upon receipt since there is generally a relatively significant time lag between the rendering of our services and the submission of our statement. Payment of invoices is not subject to unilateral discounting or set-offs by the client, and payment is due despite suspension or termination of this Agreement by either party. Invoices will be deemed accepted without challenge or dispute fourteen (14) days after the date of the invoice. The client shall immediately notify InSite, in writing, of any questions or disputes related to invoicing and charges contained therein or shall otherwise forfeit rights to dispute charges contained therein after said fourteen (14) days. If an invoice becomes delinquent, InSite reserves the right to cease all services and pursue all remedies upon three (3) days prior written notice. InSite shall be indemnified and held harmless from and against any and all damages of any kind whatsoever resulting from a cessation of its services for failure to make payment as provided herein. In the event of a legal action brought by InSite against the Client for unpaid invoice amounts, the Client agrees to compensate InSite for all costs of collections, including but not limited to court costs, attorney's fees, staff time, and any other related expenses in connection with this action. Further, the Client agrees to pay InSite the unpaid amount along with a 1.5% per month interest (or the maximum amount allowed by law) charge for all monies thirty (30) days past due, up to and including the time of payment. Payment after that shall first be applied to accrued interest and then to the unpaid principal. In the event a retainer is requested by InSite, those monies will be applied to the final invoice generated by InSite. Any excess amount will be refunded to the Client upon request.

4. FEE DURATION – The proposed fees set forth in this Agreement shall be open for acceptance for sixty (60) days from the above date. If the Agreement is signed after that date, the proposed fees may be adjusted prior to commencement of services, subject to agreement by the Client and InSite.

The hourly rates charged for InSite employees may be adjusted bi-annually at InSite's election to reflect changes in the various elements that comprise such hourly rates. All adjustments will be in accordance with generally accepted accounting practices as applied on a consistent basis by InSite and consistent with InSite's overall compensation practices and procedures.

Where Lump Sum Contracts are signed, and the service provided by InSite extends beyond a date twelve (12) months after the date of the execution of this Agreement, the quoted prices shall be subject to an increase commensurate with the adjustments to InSite's Prevailing Rate Compensation Schedule, using the date of this Agreement as a base. In the event that a Lump Sum Contract item is partially completed at such time that the lump sum price is to be adjusted, the balance of the lump sum fee still to be billed as of the anniversary date shall be increased at a ratio equivalent to the adjustments to the Rate Compensation Schedule as indicated above.

5. OWNERSHIP OF DOCUMENTS – All documents (including reports, field data, notes, calculations, estimates, drawings, specifications, and other items) and all processes (including scientific, technological, software, and other concepts, whether or not patentable) prepared or created by InSite or InSite's independent contractors and consultants pursuant to this

Agreement, are instruments of service and shall remain property of InSite whether or not the Project is completed. InSite shall retain ownership of all documents and processes, and any copyright or right to patent thereto. The Client may make and retain copies thereof as is necessary for completion, occupancy or operation of the Project by the Client or their agent; however, such documents are not intended or represented to be suitable for additions or alterations to the Project, use on any other project or completion of the project without InSite's professional involvement. Any reuse or modification without written verification or adaptation by InSite for the specific purpose intended is at the Client's sole risk and without liability or legal exposure to InSite or its independent contractors or consultants. The Client shall indemnify, defend, and hold harmless InSite and its independent contractors, and consultants from all claims, damages, losses, and expenses, including attorney's fees, arising out of or resulting there from. Any such verification or adaptation will entitle InSite to further compensation.

The Client agrees that all reports and other work furnished to the Client or its agents, which are not paid for will be returned to InSite upon demand, and will not be used for any other purposes whatsoever. InSite will retain all pertinent records related to the services performed for a period of five (5) years during which period the records will be made available to the Client at reasonable times, providing there are not outstanding account balances. The Client recognizes that data, plans, specifications, reports, documents, or other information recorded on or transmitted as electronic media are subject to undetectable alteration, either intentional or unintentional. Accordingly, documents provided to the Client in electronic media are for informational purposes only and are not to be used as instruments of professional service. The Client agrees to defend, indemnify, and hold InSite harmless from any claims, liabilities, losses or damages arising out of the reuse or alteration of electronic media. InSite makes no warranties, either expressed or implied, regarding the fitness or suitability of the electronic media.

6. CONFIDENTIALITY AND SUBPOENAS – Information about this Agreement and InSite's services and information provided by the Client about the services will be maintained in confidence and will not be disclosed to others without the Client's consent, except as InSite believes is necessary to perform its services under this Agreement; comply with professional standard of conduct to protect public safety, health, welfare, and the environment; any court order, statute, law, or governmental directive; and protection of InSite against claims or liabilities arising from the performance of services under this Agreement. InSite will make reasonable efforts to notify the Client prior to any disclosure except as necessary to perform its services. Information available to the public and unprotected information acquired from third parties will not be considered confidential. The Client will reimburse InSite to respond to any subpoena or governmental inquiry or audit related to the services at InSite's standard rates then in effect. InSite's obligations hereunder shall not apply to information in the public domain or lawfully obtained on a non-confidential basis from others.

7. REVOCATION OF CERTIFICATIONS OR STATEMENTS – InSite shall have the right to revoke any certification, statements, or professionally sealed documents or plans in the event InSite is made aware of unauthorized, prohibited use by the Client. The Client assumes the risk of any damages and any and all claims that may occur as a result of the unauthorized use of InSite's documents. Any opinions rendered pursuant to

this Agreement are for the sole and exclusive use of the Client, and are not intended for the use of, or reliance upon, by any third parties without the prior written approval of InSite. The Client agrees to indemnify, hold harmless, and defend InSite to the fullest extent permitted by law for any claims, losses, or damages allegedly suffered by third parties due to the unauthorized reliance on any opinion provided hereunder.

8. ASSIGNMENT – This Agreement/Proposal shall be binding upon the Parties, their successors, representatives, and assigns. Client shall not assign or transfer this Agreement or any interest herein without prior written consent of InSite. InSite shall not, in connection with any such assignment by the Client, be required to execute any documents that in any way might, in the sole judgment of InSite, increase InSite's contractual or legal obligations or risks, or the availability or costs of its professional or general liability insurance. InSite may, without the consent of the Client, assign or transfer this Agreement to any subsidiary or affiliate of the Firm, or subcontract any portion of the services hereunder.

9. WAIVER OF CONSEQUENTIAL DAMAGES – Neither party, nor their parent, affiliated or subsidiary companies, nor the officers, directors, agents, employees, or contractors of any of the foregoing, shall make any claim for or be liable to the other in any action or claim for incidental, indirect, special, collateral, consequential, exemplary or punitive damages arising out of or related to the Services, whether the action in which recovery of damages is sought is based upon contract, tort (including, to the greatest extent permitted by law, the sole, concurrent or other negligence, whether active or passive, and strict liability of any protected individual or entity), statute or otherwise. This mutual waiver includes, but is not limited to, damages related to loss of use, loss of profits, loss of income, loss of reputation, unrealized savings or diminution of property value.

10. SEVERABILITY – The provisions of this Agreement shall be severable, if any provision hereof shall be determined by the court or competent jurisdiction to be invalid or unenforceable, in whole or part, such determination shall not affect or invalidate the remainder hereof, and the remaining provisions shall remain in full force and effect, and be binding upon the parties. The parties agree to reform these Terms and Conditions to replace any such invalid or unenforceable provision with a valid and enforceable provision that comes as close as possible to the intention of the stricken provision. These conditions shall survive the completion of InSite's services on this project and the termination of services for any cause. These Terms and Conditions shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice to proceed, or like document.

11. CORPORATE PROTECTION – It is intended by the parties to this Agreement that InSite's services in connection with the project shall not subject InSite's individual employees, officers or directors to any personal legal exposure for the risks associated with this project. Therefore, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against InSite, a New Jersey Limited Liability Corporation, and not against any of InSite's employees, officers or directors.

12. SIGNIFICANT ASSUMPTIONS – Information and materials provided by the Client, consultants, real estate agents, owner, attorneys, public entities, knowledgeable representatives or others has been detrimentally

relied upon by InSite to be correct, complete, and factual unless otherwise contradicted or documented and InSite has the right to rely on these documents during the course of performing services.

13. COMPLIANCE WITH THE LAW – In the performance of all services to be provided hereunder, InSite and the Client agree to comply with applicable federal, state, and local laws and lawful rules, regulations, and orders of any duly constituted authority. The Client understands, however, that various codes and regulations are subject to varying and sometimes contradictory interpretation. InSite shall exercise its professional skill and care consistent with the generally accepted standard of care to provide a design that complies with such regulations and codes. InSite cannot warrant that all documents issued by this firm shall comply with changes in regulations and codes occurring after the date of the documents and/or due to contrary interpretations by regulatory authorities.

14. DELAYS – InSite is not responsible for delays caused by factors beyond InSite's reasonable control, including but not limited to delays because of strikes, lockouts, work slowdowns or stoppages, accidents, acts of God, failure of any governmental or other regulatory authority to act in a timely manner, failure of the Client to furnish timely information or to provide review comments promptly; or delays caused by faulty performance by the Client or by contractors of any level. When such delays beyond InSite's reasonable control occur, the Client agrees that InSite is not responsible for, and Client herewith releases InSite in connection with, any and all such damages, nor shall InSite be deemed to be in default of this Agreement as a result thereof.

15. SURVIVAL – All express representations, indemnifications or limitations of liability made in or given in this Agreement will survive the completion of all services of InSite under this Agreement or the termination of this Agreement for any reason.

16. GOVERNING LAW – The laws of the State of New Jersey will govern the validity of this Agreement, its interpretation and performance. Any litigation arising in any way from this Agreement shall be brought in the Superior Court of New Jersey, Monmouth Vicinage.

17. EXERCISE OF REMEDIES – It is agreed by the Parties that the exercise by InSite of any one or more of the remedies set forth in these Terms and Conditions shall constitute an exercise of the same remedy or remedies under any other proposal or contract with the Client.

18. ENTIRE AGREEMENT – Each party hereto acknowledges its full understanding of the Proposal, that there are no verbal promises, understandings or agreements in connection herewith. All previous negotiations and agreements between the Parties are merged into this Proposal which fully and completely expresses the entire agreement between Parties.

19. DRAFTING RESPONSIBILITY – The ordinary rule construing an ambiguity against the drafting party is waived and InSite and the Client acknowledge joint responsibility for the drafting of this Agreement.

20. MEDIATION – In the event a dispute shall arise between InSite and the Client, the Parties agree to participate in at least eight (8) hours of mediation in accordance with the mediation procedures of the State of New Jersey. The Parties agree to share equally in the costs of the mediation.

The mediation shall be administered in the State of New Jersey by a mutually agreed upon accredited mediator experienced in construction law.

21. LIMITATION OF REMEDIES – To the fullest extent permitted by law and notwithstanding anything else in this Agreement to the contrary, the aggregate liability of InSite and its affiliates, subconsultant(s), subcontractor(s) and their employees, officers, and directors for all claims arising out of this Agreement or the services is limited to (not to exceed) InSite's total fee for the scope of services rendered on this Project. This limitation applies to all injuries, damages, claims, losses, expenses and defense costs, whether based in contract, negligence, strict liability, statutory, trespass, indemnity, misrepresentation or any other theory of liability. No claim, after substantial completion of the services, will be valid if presented to InSite beyond the applicable statute of limitations period. InSite will not be liable for matter including, but not limited to, lost profits, loss of use of property, diminution of value of property or goods, delays, costs to obtain replacement samples, or other special, indirect, incidental, consequential, punitive, exemplary, or multiple damages.

The Parties also agree that the Client shall not seek damages in excess of the limitations set forth in this Agreement indirectly through suits with other parties who may join InSite as a third-party defendant and that they shall not be liable to each other, under any circumstances, for special, indirect, consequential and/or punitive damages arising out of or related to this Agreement.

END OF STANDARD TERMS AND CONDITIONS

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 InSite Engineering, of 1955 Route 34, Suite 1A, Wall, NJ 07719
(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. Tvrdik	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
Jason L. Fichter	449 Port AuPeck Ave, Oceanport 07757
Jonathan Ker	2814 Williamsburg Drive, Wall 07719
Eric Ballou	2122 France Dr. Pt. Pleasant, NJ 08742

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:

InSite Engineering

Printed Name of Affiant:

Jason L. Fichter

Title:

Co Founder + Managing Member

Signature of Affiant:

Jason L. Fichter

Date:

10.9.25

Subscribed and sworn before me this 9 day of
October, 2025

Ellen Peebles

(Witnessed or attested by)

My Commission expires:

4/19/30

(Seal)

State Of New Jersey
Ellen Peebles - Notary Public
Commission No. 2395314
My Commission Expires 4/19/2030

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 _____

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/Offeree _____

Description of Activities _____

Duration of Engagement _____ Anticipated Cessation Date _____

Bidder/Offeree 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):

Jason L. Fichter

Signature: *

Jason L. Fichter

Title:

MANAGING MEMBER

Date:

October 9, 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.

Jason L. Fichter
Signature of Vendor's Authorized Representative

10-9-25
Date (Attach Additional Sheets If Necessary.)

Jason L. Fichter
Print Name and Title of Vendor's Authorized Representative

57-1157040
Vendor's FEIN

InSite Engineering
Vendor's Name

732-531-7100
Vendor's Phone Number

1955 Route 34, Suite 1A
Vendor's Address (street address)

Vendor's fax number

Wall, NJ 07719
Vendor's Address (City/State/Zip Code)

jason@insiteeng.net
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. 262(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 ADOPTING
JOB DESCRIPTIONS FOR ALL EMPLOYMENT POSITIONS**

**Resolution #2025-272
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 #2025-272 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.

**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 2025-273
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 #2025-273 approved by
the Oceanport Borough Council at the
Regular Meeting held on October 16,
2025

STEPHANIE KRAMER
ACTING BOROUGH CLERK

**RESOLUTION OF THE BOROUGH OF OCEANPORT
AUTHORIZING A WAIVER OF §390-17(F) ACCESSORY STRUCTURES FOR 92 MAIN STREET**

**Resolution #2025-274
10/16/25**

WHEREAS, resident Jorge Irribarren of 92 Main Street desires to install retaining wall within the Borough's right of ways along the Main Street frontages of his property in order to maintain the lawn; and

WHEREAS, Mr. Irribarren intends to apply for a Zoning approval for the project but for the requirement of §390-17(F) *Improvements shall not be placed or constructed within the Borough's right-of-way, i.e., sprinkler heads, decorative mailbox columns, pillars, fencing and any curbing, specialty or otherwise, such as Belgian block, not part of an approved development plan, a Borough road-improvement program or a right-of-way not having curbing without written permission from the Borough Council. Such items that are placed in the Borough rights-of-way shall not be the responsibility of the Borough should they be damaged, whether it be by snow plowing or otherwise,*

NOW THEREFORE BE IT RESOLVED by the Governing Body of the Borough of Oceanport that a waiver of Borough Code §390-17(F) for the proposed retaining wall proposed for 92 Main Street is hereby authorized subject to the following conditions:

1. Property Owner(s) accepting full responsibility for the construction maintenance or failure of the proposed improvement and all existing improvements currently placed within the Borough's right of ways.
2. The Property Owner(s) entering into a hold harmless agreement with the Borough of Oceanport agreeing to release, indemnify and hold the Borough harmless from any loss damage or liability, including Attorney Fees and expenses of litigation or otherwise stemming from the performance, installation, maintenance, failure or existence of the work to be performed at that site.
3. Subject to the application and issuance of a Street Opening Permit from the Borough Clerk's Office if necessary.

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 #2025-274
approved by the Oceanport Borough Council at the
Regular Meeting held October 16, 2025

STEPHANIE KRAMER
ACTING BOROUGH CLERK

RESOLUTION OF THE BOROUGH OF OCEANPORT
COUNTY OF MONMOUTH, STATE OF NEW JERSEY
AUTHORIZING AN APPLICATION TO THE STATE OF NEW JERSEY DEPARTMENT OF TREASURY
FOR FUNDING OF PROPOSED PROJECT PURSUANT WITH P.L. 2018, C. 33 (C.5:12A-16) FOR MARIA
GATTA COMMUNITY PARK IMPROVEMENTS

Resolution #2025-275
10/16/25

WHEREAS, pursuant with *P.L. 2018, c.33 (C.5:12A-16), Taxation of sums received by casinos, racetracks*, the Borough of Oceanport is entitled to a percentage of sums actually received by the horse racing permit holder from any sports wagering operation less sums paid out as winnings to patrons and other taxes paid to the State General Fund; and

WHEREAS, pursuant with *P.L. 2018, c. 33 (C.5:12A-16)* the Department of the Treasury shall establish an account for each eligible municipality and shall ensure that the amounts generated from the racetrack shall only be distributed to the municipality in which the majority of the racetrack is located with 0.75 percent paid to the municipality upon application by the municipality to the Department of Treasury with those amounts used for economic development purposes which shall include, but not be limited to, improvements to: transportation and infrastructure, tourism, public safety, and properties located on or near the racetrack; and

WHEREAS, the Borough of Oceanport desires to make application for its percentage of sums for the purpose of its continuing improvements to Maria Gatta Community Park including but not limited to walkways, restrooms, utilities (water/sewer/electric), concession stands and perimeter fencing to deter vandalism; and

WHEREAS, the Governing Body feels strongly that the improvements to this park will encourage greater community use, attract and draw people to the area for sporting tournaments thereby bringing greater exposure to Monmouth Park Racetrack located directly across the street and increasing the use of its racing and betting facilities, restaurants, mini-golf and other services,

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Borough of Oceanport, County of Monmouth, New Jersey that the Borough Administrator is hereby authorized to submit an application for funding of the continuing improvements to the Maria Gatta Community Park project to the State of New Jersey Department of Treasury pursuant with P.L. 2018, c.33 (C.5:12A-16) et seq.

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 #2025-275 approved by the Oceanport Borough Council at the Regular Meeting held October 16, 2025.

STEPHANIE KRAMER
ACTING BOROUGH CLERK

**STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF ADMINISTRATION**

Application by Municipality or County for Sports Wagering Taxes for Economic Development

Consistent with the provisions of P.L. 2018, c. 130, which modified P.L. 2018, c.33, the tax of 1.25 percent paid to the State General Fund on amounts received from a sports wagering operation shall be distributed by the Department of the Treasury (“Treasury”) upon application by a municipality or county. According to the statute, **this revenue shall only be distributed to the municipality in which the majority of the racetrack (as based upon square footage) is located and to the county in which the racetrack is located or to an economic development authority of that municipality and county.** The funds must be used for economic development purposes, which shall include, but not be limited to, improvements to: transportation and infrastructure, tourism, public safety, and properties located on or near the racetrack.

The Department of the Treasury has established an account for each eligible municipality and county and shall ensure that the amounts generated from the racetrack shall only be distributed to the municipality in which the majority of the racetrack is located and county in which the racetrack is located. As per the statute, 0.75 percent shall be paid to the municipality and 0.5 percent shall be paid to the county.

*Note: Amounts generated from the Meadowlands racetrack shall be paid into the intermunicipal account, established pursuant to section 53 of P.L.2015, c.19 (C.5:10A-53), and used to pay Meadowlands adjustment payments to municipalities in the Meadowlands district. **This application form is not to be used for municipalities in the Meadowlands district.***

Key Dates

Beginning October 6, 2025, an eligible municipality or county may apply through Treasury’s Division of Administration for such funds received by Treasury pursuant to N.J.S.A. 5:12A-16 to be used for economic development purposes. The eligible municipality or county must decide which project or projects to pursue if multiple projects are proposed or considered. The eligible municipality or county must:

- Complete this application form and submit the completed form to Treasury **by November 10, 2025**;
- Pass a municipal or county resolution to formalize a request of funding for economic development projects, certifying that the project(s) meet the statutory criteria set forth in N.J.S.A. 5:12A-16 as improvements to: transportation and infrastructure, tourism, public safety, and properties located on or near the racetrack. A copy of the resolution must be attached to the application form submitted to Treasury; and
- Acknowledge that any future requests for funding will require a certification that any funds received previously under this statute were expended only for qualifying economic development projects.

By December 8, 2025, Treasury shall review all application forms received, and confirm that the applicant certifies that the projects proposed meet the statutory criteria pursuant to N.J.S.A. 5:12A-16 or request that the applicant amend the application form to include a certification

regarding qualifying projects. Once Treasury is satisfied that one of these two criteria are met, Treasury shall issue payment to the applicant for an amount to cover expected costs for qualifying projects. Any funds not requested or distributed in a given calendar year shall carry into subsequent years. Distributed funds not utilized for proposed projects as part of an annual application (for example if the project is completed for less than estimated costs or if the proposed project cannot be started or completed) may be used by the applicant for other qualifying expenses, in future years. The applicant shall notify Treasury of any reduction in expenditure, and include supporting documentation of a change (i.e. change order) prior to the reallocation of unexpended funds to another qualifying project. An applicant shall not proceed with a reallocation of funds absent written authorization from Treasury's Division of Administration.

Questions and Additional Information

Any questions regarding the application or this program should be addressed to the Department of the Treasury, Division of Administration at NJSportsWagering.Application@treas.nj.gov.

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF ADMINISTRATION

Municipal or County Application for Sports Wagering Taxes for Economic Development

Name of Municipality or County_____

Primary contact for Municipality/County or Economic Development
Authority_____

Primary contact phone_____

Primary contact e-mail_____

Alternate contact person for Municipality/County or Economic Development
Authority_____

Alternate contact phone_____

Alternate contact e-mail_____

Federal ID Number_____ Mailing Address_____

Description of project(s). Please include a brief summary of the total cost of the project(s), the amount of funds requested, the anticipated completion date, and who will be managing the project (Executive or EDA) in table or narrative form. Attach additional sheets if required. Please attach a copy of the municipal/county resolution approving this request for funds.

On behalf of _____[name municipality/county], I hereby apply for funds collected in FY_____ from the 1.25 percent tax on sports wagering operations pursuant to N.J.S.A. 5:12A-16. I certify that all such funds shall be used for economic development purposes solely as set forth in the description above, which shall include, but not be limited to, improvements to: transportation and infrastructure, tourism, public safety, and properties located on or near the racetrack. I further certify that, any funds received previously under this statute were expended only for qualifying economic development projects.

Name of County/Municipal Executive_____

Signature of County/Municipal Executive_____ Date_____

Name of County/Municipal Contact_____

Signature of County/Municipal Contact_____ Date_____

This application and all supporting documentation may be subject to release under the OPRA without further notice; Applicants are encouraged to keep copies of this application and supporting documentation on file for a period of seven (7) years following grant award.

PUBLIC NOTICE

TREASURY-GENERAL

DIVISION OF ADMINISTRATION

Notice of Availability of Funds

Economic Development Grant for Municipalities and Counties Impacted by Horse Racing Sports Wagering

Take notice that, in compliance with N.J.S.A. 52:14-34.4, 34.5, and 34.6 (P.L. 1987, c. 7), the Department of the Treasury, Division of Administration (Division), hereby publishes a notice of availability of funds.

Name of program: Economic Development Grant for Municipalities and Counties Impacted by Horse Racing Sports Wagering.

Purposes for which grant funds shall be used: Pursuant to P.L. 2018, c. 130 (codified as N.J.S.A. 5:12A-16), 1.25 percent of the tax imposed on amounts received from horse racing sports wagering operations is to be distributed by the Department of the Treasury, upon application, to any municipality (0.75 percent) and county (0.50 percent), or an economic development authority of that municipality or county, in which the majority of a racetrack is located. The funds must be used to support economic development of that municipality or county, which shall include, but not be limited to, improvements to: transportation and infrastructure, tourism, public safety, and properties located on or near the racetrack.

Amount of funding available:

Freehold Raceway:

Total: \$119,363.00

County: \$47,745.20

Municipal: \$71,617.80

Monmouth Park:

Total: \$256,874.00

County: \$102,749.60

Municipal: \$154,124.40

Groups or entities that may apply: Any municipality or county, or an economic development authority of that municipality or county, in which the majority of a racetrack is located and sports wagering has occurred.

Qualifications needed by applicant to be considered for a grant: The existence of the majority of a racetrack in a municipality or county in which sports wagering has occurred.

Procedure for eligible entities to apply for funds: Qualified applicants must complete and submit an application outlining relevant use of the funds, consistent with program requirements, within the timeframes outlined.

The address of the Division receiving the application:

State of New Jersey

Department of the Treasury

PO Box 211

Trenton, NJ 08625

Eligible governmental entities may obtain a copy of the application from the New Jersey Department of the Treasury, Administration Division website on or after October 6, 2025, at 9:00 A.M. Paper applications are available by emailing:
NJSportsWageringApplication@treas.nj.gov.

Deadline by which applications must be submitted: Applications must be submitted by November 10, 2025.

Date by which applicants shall be notified whether they will receive funds pursuant to the grant program: December 8, 2025.

**RESOLUTION OF THE BOROUGH OF OCEANPORT
AWARDING A CONTRACT FOR THE 2025 ROAD PROGRAM BETWEEN THE BOROUGH OF
OCEANPORT AND FIORE PAVING CO., INC.**

Resolution #2024-276
10/16/24

WHEREAS, the Borough of Oceanport advertised for bids for the 2025 Road Program; 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 six (3) bids; and

WHEREAS, the lowest responsible bid submitted by Fiore Paving Co., Inc. of Oceanport, New Jersey hereinafter referred to as "Contractor" was as follows:

Base Bid	\$708,555.06
Add Alternate Bid A	\$143,941.28

WHEREAS, the Borough Engineer's recommendation is to award the Base Bid and Alternate Bid A a contract total in the sum of Eight Hundred Fifty Two Thousand Four Hundred Ninety Six Dollars and thirty-four cents (\$852,496.34); and

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

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 2025 Road Program, Base Bid and Alternate Bid A to Fiore Paving Co., Inc. subject to the conditions set forth herein.
2. That said Contract shall be in the total sum of Eight Hundred Fifty Two Thousand Four Hundred Ninety Six Dollars and thirty-four cents (\$852,496.34) 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.
3. Subject to approval of the NJ Department of Transportation.
4. Subject to the availability of funds and certification of funds by the CFO.
5. 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 Account # 01-201-44-900-910 in the amount of \$852,496.34 for the stated purpose.

Catherine LaPorta
Catherine 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 #2025-276 approved by the Oceanport Borough Council at the Regular Meeting held October 16, 2025

STEPHANIE KRAMER
ACTING BOROUGH CLERK

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



October 10, 2025

VIA EMAIL

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

Recommendation of Award
2025 Road Program
Borough of Oceanport, Monmouth County, New Jersey
Colliers Engineering & Design Project No.: OPB-0196

Dear Mayor and Council Members,

Bids for the above-referenced project were received at the Borough Hall on Thursday, October 19, 2025, at 11:00 A.M. A total of three (3) bids were received at the bid opening. Seacoast Construction Inc., Inc. a mathematical error in their calculation of Alternate A Bid Item #16. This does not affect the order of the bidders.

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

BIDDERS	BASE BID PROPOSAL A	BASE BID PROPOSAL B	ALTERNATE BID A	TOTAL BASE BIDS + ALTERNATE BID A
Fiore Paving Co., Inc.	\$343,488.19	\$365,066.87	\$143,941.28	\$852,496.34
L & L Paving Co., Inc.	\$380,000.00	\$428,000.00	\$145,000.00	\$953,000.00
Seacoast Construction Inc.	\$450,879.45	\$546,951.26	\$187,304.44*	\$1,185,135.15

****Mathematical Error***

We have reviewed the bid package submitted by Fiore Paving Co., Inc. and the bid to be in order. We have worked with this contractor and know that they are experienced and qualified for performing this type of 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 Fiore Paving Co., Inc. for the Base Bids and Alternate Bid A Proposals in the amount of **\$852,496.34**.

We have enclosed a bid tabulation for review by you and the Borough Attorney. 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. The original bids were dropped off yesterday to the Borough Clerk.

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, PE, PP, CME, CFM, CPWM
Oceanport Borough Engineer

WHW/

Enclosures

cc: Donna Phelps, Borough Administrator (w/bid tab via email)
Stephanie Kramer, Acting Borough Clerk (w/bid tab via email)
Katie LaPorta, CFO (w/bid tab via email)
Andrew Bayer, Esq. (w/bid tab via email)

R:\Projects\M-P\Opb\OPB0196\Correspondence\OUT\251010_whw_Trvidik_Recommendation of Award.docx

Project Name: 2025 Road Program
City, State: Borough of Oceanport, Monmouth County, NJ
Project #: OPB-0196
Bid Opening: Thursday, October 9, 2025, 11:00 AM



William H. R. White, III, PE, PP, CME, CFM, CPWM
N.J. P.E. License No. 24GE03826300
I hereby certify that this is a true copy of the bids received on October 9, 2025.

				Fiore Paving Co., Inc.		L+L Paving Co., Inc.		Seacoast Construction Inc.	
				4 Fiore Court		89 Yellowbrook Rd.		15 Addington Court	
				Oceanport, NJ 07757		Farmingdale, NJ 07727		East Brunswick, NJ 08816	
ESTIMATE OF QUANTITIES									
Item #	Description	Quantity	Unit	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
PROPOSAL A: PORT AU PECK AVENUE									
1	MOBILIZATION	1	LS	\$ 19,500.00	\$ 19,500.00	\$ 2,120.89	\$ 2,120.89	\$ 9,500.00	\$ 9,500.00
2	CLEARING SITE	1	LS	\$ 82,500.00	\$ 82,500.00	\$ 30,000.00	\$ 30,000.00	\$ 17,500.00	\$ 17,500.00
3	BREAKAWAY BARRICADE	25	UN	\$ 0.01	\$ 0.25	\$ 0.01	\$ 0.25	\$ 0.01	\$ 0.25
4	DRUM	30	UN	\$ 0.01	\$ 0.30	\$ 0.01	\$ 0.30	\$ 0.01	\$ 0.30
5	TRAFFIC CONES	80	UN	\$ 0.01	\$ 0.80	\$ 0.01	\$ 0.80	\$ 0.01	\$ 0.80
6	CONSTRUCTION SIGNS	100	SF	\$ 0.01	\$ 1.00	\$ 0.01	\$ 1.00	\$ 0.01	\$ 1.00
7	UNIFORMED TRAFFIC DIRECTOR	1	ALL	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
8	INLET FILTER, TYPE 2	10	UN	\$ 0.01	\$ 0.10	\$ 0.01	\$ 0.10	\$ 0.01	\$ 0.10
9	FUEL PRICE ADJUSTMENT	300	DOLLAR	\$ 1.00	\$ 300.00	\$ 1.00	\$ 300.00	\$ 1.00	\$ 300.00
10	ASPHALT PRICE ADJUSTMENT	600	DOLLAR	\$ 1.00	\$ 600.00	\$ 1.00	\$ 600.00	\$ 1.00	\$ 600.00
11	ROADWAY EXCAVATION, UNCLASSIFIED	1,163	CY	\$ 0.01	\$ 11.63	\$ 40.00	\$ 46,520.00	\$ 50.00	\$ 58,150.00
12	HMA MILLING, 3" OR LESS	357	SY	\$ 6.00	\$ 2,142.00	\$ 3.00	\$ 1,071.00	\$ 30.00	\$ 10,710.00
13	DENSE GRADED AGGREGATE BASE COURSE, 6" THICK	3,838	SY	\$ 0.01	\$ 38.38	\$ 10.00	\$ 38,380.00	\$ 12.00	\$ 46,056.00
14	HOT MIX ASPHALT 19.M64 BASE COURSE, 5" THICK	1,152	TON	\$ 80.00	\$ 92,160.00	\$ 92.00	\$ 105,984.00	\$ 100.00	\$ 115,200.00
15	HOT MIX ASPHALT 9.5M64 SURFACE COURSE, 2" THICK	462	TON	\$ 90.00	\$ 41,580.00	\$ 96.00	\$ 44,352.00	\$ 120.00	\$ 55,440.00
16	TACK COAT	36	GAL	\$ 0.01	\$ 0.36	\$ 0.01	\$ 0.36	\$ 36.00	\$ 1,296.00
17	POLYMERIZED JOINT ADHESIVE	909	LF	\$ 0.01	\$ 9.09	\$ 2.00	\$ 1,818.00	\$ 1.50	\$ 1,363.50
18	HOT MIX ASPHALT DRIVEWAY, 3-1/2" THICK	49	SY	\$ 28.00	\$ 1,372.00	\$ 35.00	\$ 1,715.00	\$ 65.00	\$ 3,185.00
19	RESET EXISTING PAVERS	20	SY	\$ 0.01	\$ 0.20	\$ 100.00	\$ 2,000.00	\$ 270.00	\$ 5,400.00
20	RESET MANHOLE, SANITARY SEWER, USING EXISTING CASTING	5	UN	\$ 0.01	\$ 0.05	\$ 0.01	\$ 0.05	\$ 350.00	\$ 1,750.00
21	BICYCLE SAFE GRATE (IF AND WHERE DIRECTED)	5	UN	\$ 400.00	\$ 2,000.00	\$ 400.00	\$ 2,000.00	\$ 500.00	\$ 2,500.00
22	CURB PIECE, TYPE 'N' ECO	10	UN	\$ 400.00	\$ 4,000.00	\$ 400.00	\$ 4,000.00	\$ 900.00	\$ 9,000.00
23	15" HIGH DENSITY POLYETHYLENE PIPE	40	LF	\$ 150.00	\$ 6,000.00	\$ 145.00	\$ 5,800.00	\$ 145.00	\$ 5,800.00
24	8" X 18" CONCRETE VERTICAL CURB	1,817	LF	\$ 37.00	\$ 67,229.00	\$ 36.00	\$ 65,412.00	\$ 32.00	\$ 58,144.00
25	TRAFFIC STRIPES, 4"	1,359	LF	\$ 0.84	\$ 1,141.56	\$ 0.75	\$ 1,019.25	\$ 1.50	\$ 2,038.50
26	TRAFFIC MARKINGS LINES, 24"	90	LF	\$ 5.04	\$ 453.60	\$ 8.00	\$ 720.00	\$ 9.00	\$ 810.00
27	REGULATORY AND WARNING SIGN	44	SF	\$ 55.00	\$ 2,420.00	\$ 35.00	\$ 1,540.00	\$ 45.00	\$ 1,980.00
28	TOPSOILING, 4" THICK	929	SY	\$ 0.01	\$ 9.29	\$ 4.00	\$ 3,716.00	\$ 12.00	\$ 11,148.00
29	FERTILIZING AND SEEDING, TYPE A-4	929	SY	\$ 0.01	\$ 9.29	\$ 0.50	\$ 464.50	\$ 12.00	\$ 11,148.00
30	STRAW MULCHING	929	SY	\$ 0.01	\$ 9.29	\$ 0.50	\$ 464.50	\$ 2.00	\$ 1,858.00

Bid Opening Thursday, October 9, 2025, 11:00 AM

I hereby certify that this is a true copy of the bids received on
October 9, 2025.

				Fiore Paving Co., Inc.		L+L Paving Co., Inc.		Seacoast Construction Inc.	
				4 Fiore Court		89 Yellowbrook Rd.		15 Addington Court	
				Oceanport, NJ 07757		Farmingdale, NJ 07727		East Brunswick, NJ 08816	
	PROPOSAL B: PORT AU PECK SIDEWALK, AUSABLE AVENUE, & MANITTO PLACE								
1	MOBILIZATION	1	LS	\$ 16,000.00	\$ 16,000.00	\$ 1,526.38	\$ 1,526.38	\$ 7,500.00	\$ 7,500.00
2	CLEARING SITE	1	LS	\$ 21,600.00	\$ 21,600.00	\$ 32,000.00	\$ 32,000.00	\$ 38,244.00	\$ 38,244.00
3	BREAKAWAY BARRICADE	25	UN	\$ 0.01	\$ 0.25	\$ 0.01	\$ 0.25	\$ 0.01	\$ 0.25
4	DRUM	30	UN	\$ 0.01	\$ 0.30	\$ 0.01	\$ 0.30	\$ 0.01	\$ 0.30
5	TRAFFIC CONES	80	UN	\$ 0.01	\$ 0.80	\$ 0.01	\$ 0.80	\$ 0.01	\$ 0.80
6	CONSTRUCTION SIGNS	100	SF	\$ 0.01	\$ 1.00	\$ 0.01	\$ 1.00	\$ 0.01	\$ 1.00
7	UNIFORMED TRAFFIC DIRECTOR	1	ALL	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
8	FUEL PRICE ADJUSTMENT	300	DOL	\$ 1.00	\$ 300.00	\$ 1.00	\$ 300.00	\$ 1.00	\$ 300.00
9	ASPHALT PRICE ADJUSTMENT	500	DOL	\$ 1.00	\$ 500.00	\$ 1.00	\$ 500.00	\$ 1.00	\$ 500.00
10	INLET FILTER, TYPE 2	11	UN	\$ 0.01	\$ 0.11	\$ 0.01	\$ 0.11	\$ 0.01	\$ 0.11
11	ROADWAY EXCAVATION, UNCLASSIFIED	762	CY	\$ 0.01	\$ 7.62	\$ 40.00	\$ 30,480.00	\$ 50.00	\$ 38,100.00
12	HMA MILLING, 3" OR LESS	1,252	SY	\$ 5.00	\$ 6,260.00	\$ 3.00	\$ 3,756.00	\$ 10.00	\$ 12,520.00
13	HMA MILLING, 3" TO 6"	1,633	SY	\$ 6.00	\$ 9,798.00	\$ 3.50	\$ 5,715.50	\$ 12.00	\$ 19,596.00
14	DENSE-GRADED AGGREGATE, BASE COURSE, 6" THICK	3,683	SY	\$ 0.01	\$ 36.83	\$ 10.00	\$ 36,830.00	\$ 12.00	\$ 44,196.00
15	HOT MIX ASPHALT 19M64 BASE COURSE, 4" THICK	493	TON	\$ 100.00	\$ 49,300.00	\$ 92.00	\$ 45,356.00	\$ 100.00	\$ 49,300.00
16	HOT MIX ASPHALT 19M64 BASE COURSE, 2" THICK	197	TON	\$ 106.00	\$ 20,882.00	\$ 92.00	\$ 18,124.00	\$ 100.00	\$ 19,700.00
17	HOT MIX ASPHALT 9.5M64 SURFACE COURSE, 2" THICK	560	TON	\$ 106.00	\$ 59,360.00	\$ 96.00	\$ 53,760.00	\$ 115.00	\$ 64,400.00
18	TACK COAT	291	GAL	\$ 0.01	\$ 2.91	\$ 0.01	\$ 2.91	\$ 4.00	\$ 1,164.00
19	POLYMERIZED JOINT ADHESIVE	1,776	LF	\$ 0.01	\$ 17.76	\$ 1.00	\$ 1,776.00	\$ 1.00	\$ 1,776.00
20	RESET MANHOLE, SANITARY SEWER, USING EXISTING CASTING	2	UN	\$ 0.01	\$ 0.02	\$ 0.01	\$ 0.02	\$ 350.00	\$ 700.00
21	INLET, TYPE 'B'	4	UN	\$ 4,000.00	\$ 16,000.00	\$ 4,500.00	\$ 18,000.00	\$ 7,250.00	\$ 29,000.00
22	RECONSTRUCTED INLET, TYPE E, USING NEW CASTING	1	UN	\$ 1,500.00	\$ 1,500.00	\$ 2,199.98	\$ 2,199.98	\$ 3,000.00	\$ 3,000.00
23	RESET EXISTING CASTING	2	UN	\$ 0.01	\$ 0.02	\$ 300.00	\$ 600.00	\$ 350.00	\$ 700.00
24	BICYCLE SAFE GRATE	2	UN	\$ 400.00	\$ 800.00	\$ 400.00	\$ 800.00	\$ 500.00	\$ 1,000.00
25	CURB PIECE, TYPE 'N' ECO	3	UN	\$ 400.00	\$ 1,200.00	\$ 400.00	\$ 1,200.00	\$ 800.00	\$ 2,400.00
26	15" HIGH DENSITY POLYETHYLENE PIPE	68	LF	\$ 100.00	\$ 6,800.00	\$ 145.00	\$ 9,860.00	\$ 150.00	\$ 10,200.00
27	RESET EXISTING PAVERS	61	SY	\$ 100.00	\$ 6,100.00	\$ 100.00	\$ 6,100.00	\$ 270.00	\$ 16,470.00
28	HOT MIX ASPHALT DRIVEWAY, 3-1/2" THICK	111	SY	\$ 28.00	\$ 3,108.00	\$ 35.00	\$ 3,885.00	\$ 65.00	\$ 7,215.00
29	GRAVEL DRIVEWAY RESTORATION	42	SY	\$ 10.00	\$ 420.00	\$ 10.00	\$ 420.00	\$ 45.00	\$ 1,890.00
30	CONCRETE SIDEWALK, 4" THICK	456	SY	\$ 90.00	\$ 41,040.00	\$ 105.00	\$ 47,880.00	\$ 99.00	\$ 45,144.00
31	DETECTABLE WARNING SURFACE	3	SY	\$ 250.00	\$ 750.00	\$ 400.00	\$ 1,200.00	\$ 500.00	\$ 1,500.00
32	8" X 18" CONCRETE VERTICAL CURB	2,229	LF	\$ 37.00	\$ 82,473.00	\$ 36.00	\$ 80,244.00	\$ 32.00	\$ 71,328.00
33	TRAFFIC STRIPES, 4"	1,449	LF	\$ 0.84	\$ 1,217.16	\$ 0.75	\$ 1,086.75	\$ 1.20	\$ 1,738.80
34	TRAFFIC MARKINGS LINES, 24"	110	LF	\$ 5.04	\$ 554.40	\$ 8.00	\$ 880.00	\$ 7.20	\$ 792.00
35	TREE REMOVAL, 12" TO 24" DIAMETER	2	UN	\$ 2,000.00	\$ 4,000.00	\$ 1,200.00	\$ 2,400.00	\$ 5,500.00	\$ 11,000.00
36	TOPSOILING, 4" THICK	1,223	SY	\$ 0.01	\$ 12.23	\$ 4.00	\$ 4,892.00	\$ 12.00	\$ 14,676.00
37	FERTILIZING AND SEEDING, TYPE A-4	1,223	SY	\$ 0.01	\$ 12.23	\$ 0.50	\$ 611.50	\$ 12.00	\$ 14,676.00
38	STRAW MULCHING	1,223	SY	\$ 0.01	\$ 12.23	\$ 0.50	\$ 611.50	\$ 1.00	\$ 1,223.00

Bid Opening Thursday, October 9, 2025, 11:00 AM

I hereby certify that this is a true copy of the bids received on
October 9, 2025.

				Fiore Paving Co., Inc.		L+L Paving Co., Inc.		Seacoast Construction Inc.	
				4 Fiore Court		89 Yellowbrook Rd.		15 Addington Court	
				Oceanport, NJ 07757		Farmingdale, NJ 07727		East Brunswick, NJ 08816	
	ALTERNATE A: BURNTMILL CIRCLE								
1	MOBILIZATION	1	LS	\$ 16,000.00	\$ 16,000.00	\$ 1,175.96	\$ 1,175.96	\$ 5,000.00	\$ 5,000.00
2	CLEARING SITE	1	LS	\$ 17,800.00	\$ 17,800.00	\$ 7,100.00	\$ 7,100.00	\$ 9,750.00	\$ 9,750.00
3	BREAKAWAY BARRICADE	25	UN	\$ 0.01	\$ 0.25	\$ 0.01	\$ 0.25	\$ 0.01	\$ 0.25
4	DRUM	30	UN	\$ 0.01	\$ 0.30	\$ 0.01	\$ 0.30	\$ 0.01	\$ 0.30
5	TRAFFIC CONES	80	UN	\$ 0.01	\$ 0.80	\$ 0.01	\$ 0.80	\$ 0.01	\$ 0.80
6	CONSTRUCTION SIGNS	100	SF	\$ 0.01	\$ 1.00	\$ 0.01	\$ 1.00	\$ 0.01	\$ 1.00
7	FUEL PRICE ADJUSTMENT	300	DOL	\$ 1.00	\$ 300.00	\$ 1.00	\$ 300.00	\$ 1.00	\$ 300.00
8	ASPHALT PRICE ADJUSTMENT	400	DOL	\$ 1.00	\$ 400.00	\$ 1.00	\$ 400.00	\$ 1.00	\$ 400.00
9	INLET FILTER, TYPE 2	9	UN	\$ 0.01	\$ 0.09	\$ 0.01	\$ 0.09	\$ 0.01	\$ 0.09
10	HMA MILLING, 3" OR LESS	7,522	SY	\$ 2.85	\$ 21,437.70	\$ 3.00	\$ 22,566.00	\$ 6.00	\$ 45,132.00
11	DENSE-GRADED AGGREGATE, BASE COURSE, 6" THICK	754	SY	\$ 0.01	\$ 7.54	\$ 10.00	\$ 7,540.00	\$ 12.00	\$ 9,048.00
12	HOT MIX ASPHALT 19M64 BASE COURSE, 4" THICK	184	TON	\$ 60.00	\$ 11,040.00	\$ 92.00	\$ 16,928.00	\$ 100.00	\$ 18,400.00
13	HOT MIX ASPHALT 9.5M64 SURFACE COURSE, 2" THICK	905	TON	\$ 85.00	\$ 76,925.00	\$ 96.00	\$ 86,880.00	\$ 104.00	\$ 94,120.00
14	TACK COAT	754	GAL	\$ 0.01	\$ 7.54	\$ 0.01	\$ 7.54	\$ 4.00	\$ 3,016.00
15	POLYMERIZED JOINT ADHESIVE	2,100	LF	\$ 0.01	\$ 21.00	\$ 1.00	\$ 2,100.00	\$ 1.00	\$ 2,100.00
16	RESET MANHOLE, SANITARY SEWER, USING EXISTING CASTING	6	UN	\$ 0.01	\$ 0.06	\$ 0.01	\$ 0.06	\$ 6.00	\$ 36.00
	TOTAL PROPOSAL A PRICE				\$ 343,488.19		\$ 380,000.00		\$ 450,879.45
	TOTAL PROPOSAL B PRICE				\$ 365,066.87		\$ 428,000.00		\$ 546,951.26
	TOTAL ADD ALTERNATE A PRICE				\$ 143,941.28		\$ 145,000.00		\$ 187,304.44
	TOTAL PROPOSAL A PRICE + PROPOSAL B PRICE + ADD ALTERNATE A PRICE				\$ 852,496.34		\$ 953,000.00		\$ 1,185,135.15

BOROUGH OF OCEANPORT

**APPOINTMENT OF CLASS II SPECIAL LAW ENFORCEMENT
OFFICER FOR THE BOROUGH OF OCEANPORT,
COUNTY OF MONMOUTH, STATE OF NEW JERSEY**

**Resolution #2025-277
10/16/25**

WHEREAS, the Borough of Oceanport, through the Chief of Police has the need for a Class II Special Police Officer; and

WHEREAS, Police Chief Gary Grimes has offered a qualified candidate that would be eligible for training at the Monmouth County Police Academy for Class II Special Officers starting on January 6, 2026; and

WHEREAS, the Monmouth County Police Academy requires that candidates for training be appointed to the position prior to registration.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Oceanport, New Jersey that Joseph Teresi be appointed a Class II Special Officer effective October 16, 2025:

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 #2025-277 approved by the Oceanport Borough Council at the Regular Meeting held October 16, 2025

STEPHANIE KRAMER
ACTING BOROUGH CLERK

AGREEMENT OF UNDERSTANDING

This Agreement is made this _____ day of _____, 20__, in the Borough of Oceanport, County of Monmouth and State of New Jersey between the Borough of Oceanport and _____ residing at _____ (hereinafter referred to as "APPLICANT").

WHEREAS, the Borough of Oceanport utilizes the services of Special Law Enforcement Officers Class II within the Police Department; and,

WHEREAS, Special Law Enforcement Officers Class II must be properly trained in accordance with the regulations as promulgated by State Statute and the Administrative Code of the State of New Jersey; and,

WHEREAS, the Applicant has made application to serve the Borough of Oceanport as a Special Law Enforcement Officer Class II; and,

WHEREAS, the Applicant has not been previously certified by the State of New Jersey as a Special Law Enforcement Officer Class II and must undergo the training that is a prerequisite to such certification; and,

WHEREAS, the Borough of Oceanport has agreed to sponsor the Applicant's enrollment at the Ocean or Monmouth County Police Academy which, upon successful completion, will provide the necessary certification for the Applicant to engage as a Special Law Enforcement Officer Class II in the State of New Jersey; and,

NOW, THEREFORE, THIS AGREEMENT WITNESSETH, that for and in consideration of the sum of ONE DOLLAR (\$1.00) and other good and valuable consideration each to the other in hand paid and the keeping of the mutual covenants and agreements set forth in this agreement, it is mutually agreed as follows:

1. The Borough of Oceanport shall provide sponsorship and funding for the Applicant to attend the Ocean or Monmouth County Police Academy in a course prescribed for certification as a Special Law Enforcement Officer Class II.

2. The Applicant certifies and represents:

(a) the information supplied in their Application and through their background investigation is true and accurate to the best of their knowledge and belief;

(b) he/she will, at all times, faithfully, industriously, and to the best of his/her ability perform all of the duties that may be required from him/her during the certification program including, but not limited to attendance, classroom training, practical training and physical training.

(c) he/she is aware that continued enrollment in the Ocean or Monmouth County Police Academy and possible employment are conditioned upon receiving a passing score on both the Physical Training Mid-Test and the Physical Training Final Examination and any other required examination.

3. Notwithstanding anything stated herein to the contrary, the within Agreement is neither expressly made, nor should it be construed as any type of employment contract or promise of employment between the Borough of Oceanport and the Applicant. The Applicant acknowledges that there is no entitlement to a position upon the completion of the necessary training.

4. The Applicant acknowledges and agrees that they are attending the training voluntarily for their own personal and professional enhancement and that such acknowledgement is made freely and without pressure or coercion, whether directly or indirectly, from the Borough of Oceanport or any of its representatives or agents.

5. The Applicant acknowledges and agrees that no employment wage or compensation of any type is due and owing for any time spent in training, including required in-service or field training.

6. The Applicant acknowledges and agrees that he/she will be responsible for the cost of any/all uniforms and equipment needed for the academy.

7. This Agreement constitutes the entire understanding of the parties concerning the subject matter contained herein.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

WITNESS

BOROUGH OF OCEANPORT
By: Donna Phelps, Borough Administrator

WITNESS

APPLICANT

SLEO II REIMBURSEMENT AGREEMENT

This Agreement is made this _____ day of _____, 20__,
in the Borough of Oceanport, County of Monmouth and State of New Jersey between the
Borough of Oceanport and _____
(hereinafter referred to as "APPLICANT").

WHEREAS, the Borough of Oceanport utilizes the services of Special Law
Enforcement Officers Class II within the Police Department; and,

WHEREAS, Special Law Enforcement Officers Class II must be properly trained
in accordance with the regulations as promulgated by State Statute and the
Administrative Code of the State of New Jersey; and,

WHEREAS, the Applicant has made application to serve the Borough of Oceanport
as a Special Law Enforcement Officer Class II; and,

WHEREAS, the Applicant has not been previously certified by the State of New
Jersey as a Special Law Enforcement Officer Class II and must undergo the training that
is a prerequisite to such certification; and,

WHEREAS, the Borough of Oceanport has agreed to sponsor the Applicant's
enrollment at the Ocean or Monmouth County Police Academy which, upon successful
completion, will provide the necessary certification for the Applicant to engage as a
Special Law Enforcement Officer Class II in the State of New Jersey; and,

WHEREAS, the Borough of Oceanport, as a prerequisite to such Applicant's
admission and continuing enrollment in the program, must expend monetary sums on
behalf of the Applicant for uniforms, ammunition, testing, and other equipment; and,

WHEREAS, applicants, in the past, have voluntarily separated from the Borough
of Oceanport once they have received their certifications to work as Special

Law Enforcement Officers Class II resulting in a financial and personnel loss to the Borough of Oceanport; and,

WHEREAS, it is the intention of the Borough of Oceanport to establish a policy setting forth those circumstances that shall require the Applicant to reimburse the Borough of Oceanport for such expenses as hereinbefore described.

NOW, THEREFORE, THIS AGREEMENT WITNESSETH, that for and in consideration of the sum of ONE DOLLAR (\$1.00) and other good and valuable consideration each to the other in hand paid and the keeping of the mutual covenants and agreements set forth in this agreement, it is mutually agreed as follows:

1. The Borough of Oceanport shall provide funding for the Applicant to attend the Ocean or Monmouth County Police Academy in the course prescribed for certification as a Special Law Enforcement Officer Class II.

2. During the certification program, should the Applicant voluntarily separate, other than due to illness or injury, or should the Applicant voluntarily separate from employment after certification has been obtained at any time prior to December 31st, 2026. Applicant shall be responsible to repay those expenses incurred by the Borough of Oceanport, both prior to and during the certification program. Such reimbursement for the Applicant shall be the sum of \$2,500.00, which the Applicant acknowledges is fair, just and reasonable. Reimbursement shall be made to the Borough of Oceanport before an Applicant is considered resigned in good standing but, in any event shall be made no later than thirty (30) days after separation, unless otherwise modified by the Borough of Oceanport.

3. Should it become necessary for the Borough of Oceanport, or someone on their behalf, to incur costs and expenses to retain the services of an attorney to enforce this Agreement, applicant agrees to pay those reasonable costs and attorneys fees thereby expended.

4. This Agreement constitutes the entire understanding of the parties concerning the subject matter contained herein and is entered into voluntarily. No modification of any provision shall be valid and the same may not be terminated or abandoned except by an agreement signed by the parties to this Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

BOROUGH OF OCEANPORT
By: GARY J, GRIMES, Chief of Police

APPLICANT



BOROUGH OF OCEANPORT MAYOR & COUNCIL MINUTES • WORKSHOP

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

JUNE 5, 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 Bryan Keeshen Councilman Michael O'Brien Councilwoman Patricia Cooper Councilman William Deerin Councilwomen Kara Manna Mayor Thomas Tvrdik	
ABSENT:	Councilman Richard Gallo	

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

5. **Oath of Office Ceremony- Councilwoman Kara Manna :** Mayor Tvrdik invited Councilwoman Kara Manna's family up to the floor to support her in taking the Oath of Office. He then congratulated her.
6. **Eagle Scout Presentation- Kyle Nagy:**

Eagle Scout Kyle Nagy appeared before the Mayor and Council to present his proposed Eagle Scout project. Mr. Nagy distributed drawings and a written explanation of the project to the governing body. He explained that the purpose of the project is to enhance the appearance of the entrance and surrounding area of the community garden.

Mr. Nagy outlined his plans, which include cleaning and preparing the area, securing funding, and organizing work plans with the assistance of his troop. He estimated the total cost of the project to be approximately \$2,000. The scope of work will begin with leveling and grading the topsoil, laying down weed barriers, and additional beautification efforts.

Mayor Tvrdik suggested that Mr. Nagy consider recognizing the original community garden volunteers by including their names on the entrance sign. The Mayor also recommended that Mr. Nagy researches plants that are deer-resistant, noting the presence of deer in the area.

The Council members expressed their full support for the project, stating that it was a fantastic idea and that they look forward to seeing the completed improvements.

7. **PUBLIC COMMENT - Action Items Only:** Mayor Tvrdik opened the meeting to the public for comments on action items only. There were no comments from the public. A motion to close the public comment portion of the meeting was made by Councilman Deerin and seconded by Councilwoman Cooper. The motion carried.

8. **Administrator's Report:**

Borough Administrator Phelps began by welcoming Councilwoman Manna and congratulating her on her appointment. Borough Administrator Phelps stated she looks forward to working with Councilwoman Manna and encouraged her to reach out at any time for assistance.

Borough Administrator Donna Phelps reported that an additional reimbursement was received from the County in the amount of \$90,871.91 for the Myrtle Avenue Road Project. This brings the total reimbursement received from the County to just under \$740,000.

Borough Administrator Phelps further reported that the Borough received the 2025 Clean Communities Grant in the amount of \$17,863.30.

Borough Administrator Donna Phelps noted that Tim Griffin submitted a grant application to New Jersey American Water for the purchase of two cameras for the Fire Department. The grant, in the amount of \$2,250, was awarded in late May. Borough Administrator Phelps thanked Tim for his efforts.

Borough Administrator Phelps concluded by providing an update on the State Health Benefits Program, stating that it continues to experience significant challenges. A recent report from the Treasury Department projected a 26% increase in rates for Plan Year 2026, with a cumulative increase of 60% over the next four years. While the Borough did experience a rate increase under the Central Jersey Health Insurance Fund (CJHIF), it was significantly lower than the projected increases under the State plan. CJHIF remains hopeful that rates will remain stable moving forward.

9. **Clerk's Report:**

Deputy Clerk Kramer reported that garbage and recycling notices were distributed to all residents during the month. The purpose of the notice was to remind residents of the updated pickup schedule.

She noted that both pickleball and boat ramp sales had increased, which she attributed to the recent

holiday weekend.

Deputy Clerk Kramer informed the governing body that the County Clerk's Office has announced early voting for the Primary Election will take place from Tuesday, June 3rd through Sunday, June 8th. She also shared the designated hours for early voting.

Additionally, Deputy Clerk Kramer reminded residents that the Monmouth Park Borough box remains available for use at no cost and encouraged those interested in reserving it to contact the Clerk's Office.

There were no questions or comments from the governing body.

10. **Consent Agenda:** Mayor Tvrdik asked the Council if there were any items that needed to be considered separately. There were none. A motion to approve the consent agenda was made by Councilman O'Brien and seconded by Councilwoman Cooper. The motion carried.

Resolution #2025-156 - Payment of Bills:

RESULT:	ADOPTED (5 TO 0)
MOVER:	Councilman Michael O'Brien
SECONDER:	Councilwoman Patricia Cooper
AYES:	Bryan Keeshen, Michael O'Brien, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-157 - Authorizing Class III Special Law Enforcement Officers:

RESULT:	ADOPTED (5 TO 0)
MOVER:	Councilman Michael O'Brien
SECONDER:	Councilwoman Patricia Cooper
AYES:	Bryan Keeshen, Michael O'Brien, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-158 - Awarding a Contract to the Borja Group:

RESULT:	ADOPTED (5 TO 0)
MOVER:	Councilman Michael O'Brien
SECONDER:	Councilwoman Patricia Cooper
AYES:	Bryan Keeshen, Michael O'Brien, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-159 - Granting a Waiver and Authorizing a Street Opening Permit

:

RESULT:	ADOPTED (5 TO 0)
MOVER:	Councilman Michael O'Brien
SECONDER:	Councilwoman Patricia Cooper
AYES:	Bryan Keeshen, Michael O'Brien, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-160 - Appointing Anthony Montagna as Temporary Building Inspector

:

RESULT:	ADOPTED (5 TO 0)
MOVER:	Councilman Michael O'Brien
SECONDER:	Councilwoman Patricia Cooper
AYES:	Bryan Keeshen, Michael O'Brien, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-161 - Requesting Approval for Amending the 2025 Municipal Budget For Clean Communities Funding:

RESULT:	ADOPTED (5 TO 0)
MOVER:	Councilman Michael O'Brien
SECONDER:	Councilwoman Patricia Cooper
AYES:	Bryan Keeshen, Michael O'Brien, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-162 - Appointing Sharon O'Conner as Violations Clerk:

RESULT:	ADOPTED (5 TO 0)
MOVER:	Councilman Michael O'Brien
SECONDER:	Councilwoman Patricia Cooper
AYES:	Bryan Keeshen, Michael O'Brien, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-163 - Authorizing Redemption of Tax Sale Cert #24-00008

:

RESULT:	ADOPTED (5 TO 0)
MOVER:	Councilman Michael O'Brien

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

Resolution #2025-164 - Authorizing Redemption of Tax Sale Cert. #24-00012

RESULT:	ADOPTED (5 TO 0)
MOVER:	Councilman Michael O'Brien
SECONDER:	Councilwoman Patricia Cooper
AYES:	Bryan Keeshen, Michael O'Brien, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-165 - Authorizing Preliminary Investigation of Mega Parcel to Determine if it Meets Housing and Redevelopment Criteria:

RESULT:	ADOPTED (5 TO 0)
MOVER:	Councilman Michael O'Brien
SECONDER:	Councilwoman Patricia Cooper
AYES:	Bryan Keeshen, Michael O'Brien, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-166 - Authorizing Submittal of a Grant Application and Execution of a Grant Contract with NJ Department of Transportation:

RESULT:	ADOPTED (5 TO 0)
MOVER:	Councilman Michael O'Brien
SECONDER:	Councilwoman Patricia Cooper
AYES:	Bryan Keeshen, Michael O'Brien, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-167 - Authorizing Bid Opportunity to be Advertised for Purchase of a Police Vehicle

RESULT:	ADOPTED (5 TO 0)
MOVER:	Councilman Michael O'Brien
SECONDER:	Councilwoman Patricia Cooper
AYES:	Bryan Keeshen, Michael O'Brien, Patricia Cooper, William Deerin, Kara Manna

NAYS:	None
ABSTAIN:	None

11. First Reading Ordinances:

Councilwoman Cooper introduced Ordinance #1111, entitled "An Ordinance Authorizing the Borough to Purchase Block 66, Lot 7.01 and Block 66, Lot 9.01 for Open Space Preservation Purposes." Clerk Kramer read the title of the Ordinance into the record.

Councilwoman Cooper made a motion to approve Ordinance #1111 on first reading, to schedule a public hearing for the next regularly scheduled Council meeting, and to advertise the Ordinance in accordance with the law. The motion was seconded by Councilman Keeshen. The motion carried.

Ordinance #1111 Authorizing the Borough to Purchase Block 66, Lot 7.01 and Block 66, Lot 9.01 for Open Space Reservation Purposes

RESULT:	ADOPTED (5 TO 0)
MOVER:	Councilwoman Patricia Cooper
SECONDER:	Councilman Bryan Keeshen
AYES:	Bryan Keeshen, Michael O'Brien, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

12. Meeting Minutes:

6-5-24 Mayor and Council Workshop Minutes:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilman Bryan Keeshen
SECONDER:	Councilman Michael O'Brien
AYES:	Bryan Keeshen, Michael O'Brien, Patricia Cooper, William Deerin
NAYS:	None
ABSTAIN:	None

9-5-24 Mayor and Council Workshop Minutes:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilman William Deerin
SECONDER:	Councilman Michael O'Brien
AYES:	Bryan Keeshen, Michael O'Brien, Patricia Cooper, William Deerin
NAYS:	None
ABSTAIN:	None

10-17-24 Mayor and Council Regular Minutes with Resolutions:

RESULT:	ADOPTED (3 TO 0)
MOVER:	Councilwoman Patricia Cooper
SECONDER:	Councilman Bryan Keeshen
AYES:	Bryan Keeshen, Michael O'Brien, Patricia Cooper
NAYS:	None
ABSTAIN:	None

11-7-24 Mayor and Council Workshop Minutes:

RESULT:	ADOPTED (3 TO 0)
MOVER:	Councilman William Deerin
SECONDER:	Councilman Michael O'Brien
AYES:	Michael O'Brien, Patricia Cooper, William Deerin
NAYS:	None
ABSTAIN:	None

11-7-24 Mayor and Council Regular Minutes:

RESULT:	ADOPTED (3 TO 0)
MOVER:	Councilman Michael O'Brien
SECONDER:	Councilman William Deerin
AYES:	Michael O'Brien, Patricia Cooper, William Deerin
NAYS:	None
ABSTAIN:	None

12-5-24 Mayor and Council Workshop Minutes:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilman William Deerin
SECONDER:	Councilman Bryan Keeshen
AYES:	Bryan Keeshen, Michael O'Brien, Patricia Cooper, William Deerin
NAYS:	None
ABSTAIN:	None

12-17-24 Mayor and Council Regular Minutes:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilwoman Patricia Cooper
SECONDER:	Councilman Bryan Keeshen
AYES:	Bryan Keeshen, Michael O'Brien, Patricia Cooper, William Deerin
NAYS:	None
ABSTAIN:	None

13. Discussion Item:

Amending Chapter 127 (Animals) and Chapter 390 (Zoning) for the Keeping of Poultry or Fowl:

Mayor Tvrdik stated that the Oceanport Code does not currently allow chickens. In light of rising poultry and egg prices, and following a resident inquiry regarding a possible code change to permit chickens, he felt it was worth having a discussion on the matter.

Councilman O'Brien stated that he had not given the topic much thought but was open to hearing arguments from both sides. He acknowledged the potential benefits of keeping chickens but wanted to be fully informed before forming an opinion.

Councilwoman Manna commented that she was generally in favor but would also like to hear perspectives from both sides. Councilwoman Cooper expressed a similar sentiment, noting her interest in learning more about both the pros and cons. Councilman Deerin stated that he did not see a compelling reason to change the existing code.

Mayor Tvrdik reiterated that he does not have a vote on the matter but shared that he is personally opposed to allowing chickens. He advised the Council that if there was interest in moving forward with a potential change, including adding specific conditions or restrictions, the discussion could be continued. He then opened the floor for public comment.

Roseanne Letson of 50 Deer Path Court, Tinton Falls, addressed the Council. She noted that Oceanport had considered this topic over 10 years ago and that she had conducted significant research at that time due to her strong opposition. Ms. Letson shared details about raising chickens and recounted a negative experience involving a neighbor who kept chickens on Branch Avenue. She expressed concern that allowing chickens might not be well-received by all residents.

Following public comment, the Council discussed maintaining the current code as is, especially in light of the fact that the resident who initially raised the issue was not present to speak. Mayor Tvrdik concluded the discussion by suggesting that the Borough could look into how neighboring municipalities are handling the issue for future consideration.

14. Mayor Tvrdik's Report:

Mayor Tvrdik congratulated Councilwoman Manna and stated that he looks forward to working with her. He reminded residents that recycling collection is now every Wednesday, as noted in the Clerk's report.

The Mayor commented that the Memorial Day Parade was a great success with a strong turnout. He noted the importance of honoring those who lost their lives in service to the country and expressed appreciation for the community's participation.

Mayor Tvrdik reported that 180 units are under construction behind the Riverwalk. Renovations have received certificates of occupancy, with only approximately 30 units remaining to be finalized. He thanked and congratulated the Building Department for their efficiency and timely work. He also

welcomed the new residents and investors to the community.

The Mayor announced that Bingo will be held on Saturday night at the First Aid building, with doors opening at 6:00 p.m.

He stated that targeted enforcement zones have been effective, resulting in over 100 court dockets, with approximately 70–80 related to motor vehicle violations.

Mayor Tvrdik reminded everyone that Flag Day will be observed on Saturday, June 14. The ceremony will take place at the flagpole in Blackberry Bay Park at 10:00 a.m., during which he will deliver a dedication to Ward Coles.

15. **Public Comments:** Roseann Letson of 50 Deer Path Court in Tinton Falls reminded everyone that the 63rd Army Band Concert for free is on July 2, at 6pm at Blackberry Bay and to bring your own chairs. She stated that September 11, 2025, will be the special speaker presentation at 7pm at the Old Wharf House. The Mayor commented that the band would be playing at Old Wharf Park at 7pm that Thursday and asked if we could move the meeting up to 6pm. The council agreed. Chief Grimes was asked to come up to the mic by the Mayor to speak about any feedback with the enforcement stops. Chief Grimes stated that most individuals took it with stride, and he believes it will be a one-and-done type of situation. He then mentioned that Friday the 13th is the makeup date for the softball game between the fire department and the police. There were no more comments and this section of the meeting was closed with Councilman O'Brien making the motion and Councilwoman Cooper seconded.

16. **Adjourn to Executive Session:**

**Resolution #2025-168 - Resolution Authorizing an Executive Session, June 5, 2025-
Matters Relating to Litigation, Negotiations and the Attorney-Client Privilege-
Affordable :**

RESULT:	ADOPTED (5 TO 0)
MOVER:	Councilman Bryan Keeshen
SECONDER:	Councilman Michael O'Brien
AYES:	Bryan Keeshen, Michael O'Brien, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

17. **Return from Executive Session:**

RESULT:	ADOPTED (5 TO 0)
MOVER:	Councilman Bryan Keeshen
SECONDER:	Councilman Michael O'Brien
AYES:	Bryan Keeshen, Michael O'Brien, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None

ABSTAIN:	None
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18. Adjournment:

Respectfully submitted,

Jeanne Smith
BOROUGH CLERK



BOROUGH OF OCEANPORT MAYOR & COUNCIL MINUTES • WORKSHOP

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

JULY 17, 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	7:10pm
	Councilman Bryan Keeshen	
	Councilman Michael O'Brien	
	Councilwoman Patricia Cooper	
	Councilman William Deerin	
	Councilwomen Kara Manna	
	Mayor Thomas Tvrdik	
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 asked if there were any comments from the public regarding the Action Items on the agenda. Hearing none, a motion to close the Action Item comment portion was made by Councilman Deerin and seconded by Councilman Keeshen.
6. **Action Items:**

Mayor Tvrdik asked if there was a motion to approve the resolution Accepting the Resignation of Jeanne Smith. Councilman Keeshen made the motion, which was seconded by Councilman Deerin.

Before the vote, the Mayor opened the floor for any questions or comments regarding the resolution. He shared a heartfelt tribute to Jeanne Smith, describing her as both a colleague and a friend, having interacted with her over the years as a business owner, resident, and public official. He remarked that among the many employees he had worked with, Jeanne stood out for her consistently friendly demeanor and dedication to the Borough. Mayor Tvrdik recalled his early days serving as an

alternate on the Planning Board, noting that Jeanne was always there to help guide him. He recognized her for the many roles she held, including Planning Board Secretary and Borough Clerk, and for her exceptional leadership and service through events such as Superstorm Sandy, the COVID-19 pandemic, and the daily operations of the Borough over her 18-plus years of public service.

Councilman Deerin added that Jeanne was instrumental in his growth as a public official. He acknowledged that while he is not one to focus heavily on rules and regulations, he expressed sincere gratitude for her support and guidance, wishing her the very best in her next chapter.

Councilwoman Cooper echoed the sentiments shared, stating that she has known Jeanne for many years and expressed appreciation for her dedicated service to the Borough. She also extended her best wishes.

A roll call vote was then taken.

Mayor Tvrdik asked for a motion to approve the appointment of Stephanie Kramer as Acting Clerk. Councilman Deerin made the motion, which was seconded by Councilman Keeshen.

The Mayor then opened the floor for any comments or questions regarding the appointment. Hearing none, he congratulated Ms. Kramer and commended her strong work ethic and dedication to the Borough, noting her excellent performance while working alongside Jeanne Smith and other staff. He extended his best wishes as she assumes the new role.

A roll call vote was taken, and the motion carried.

Resolution #2025-192 - Accepting the Resignation of Jeanne Smith:

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

Resolution #2025-193 - Appointing Stephanie Kramer as Acting Borough Clerk

:

RESULT:	ADOPTED (5 TO 0)
MOVER:	Councilman William Deerin
SECONDER:	Councilman Bryan Keeshen
AYES:	Richard Gallo, Bryan Keeshen, Patricia Cooper, William Deerin, Kara Manna

NAYS:	None
ABSTAIN:	None

7. **Oath of Office Ceremony - Acting Clerk Stephanie Kramer:** Stephanie Kramer took her Oath of Office and was sworn in.

8. **Administrator's Report:**

Borough Administrator Donna Phelps began her report by recognizing Jeanne for her dedicated service to the Governing Body and the residents of the Borough, expressing sincere appreciation for her commitment to public service and extending best wishes for the future. She then congratulated Stephanie on her appointment as Borough Clerk, commending her outstanding work in maintaining the continuity and efficiency of the Clerk's Office and noting that the promotion was well-deserved. She also expressed her appreciation for the continued teamwork with Stephanie, both Kims, and the newest addition to the staff, Katie. Administrator Phelps reported that the Final Report for the 2024 American Rescue Plan Firefighters Grant has been submitted; the Borough was awarded \$65,000 through the RFP submitted on December 4, 2023, which funded the acquisition of a Breathing Air Fill Station and Turnout Gear. All equipment has been received, and reimbursement documentation has been filed. She went on to thank Stephanie, Bill White, and the Planning Board for their efforts in organizing the public hearing required for the 2025 Monmouth County Open Space Grant, held on July 8. Katie was commended for completing the draft meeting minutes by noon the following day. The grant application for improvements to Blackberry Bay Park was submitted on July 9, ahead of the deadline, with a total project cost estimated at \$775,000 and a funding request of \$500,000. The Borough remains hopeful of a favorable outcome. Regarding the Jake's Law Playground project, she reported that the final three documents requested by Green Acres were submitted earlier in the day, and upon confirmation that the application is complete, vendors will be notified to initiate construction. She also noted that the Borough has received payment from New Jersey American Water Company for two grants awarded to the Fire Department, and a resolution to amend the budget to include these funds appears in the evening's agenda. Administrator Phelps informed the Council that New Jersey Natural Gas has submitted a petition to the Board of Public Utilities seeking an increase to its Basic Gas Supply Service and the Conservation Incentive Program. If approved, the proposed changes would result in an approximate \$8.98 per month (or 5%) increase for a customer using 100 therms. Virtual public hearings are scheduled for Wednesday, August 20, at 4:30 p.m. and 5:30 p.m., and residents interested in participating may contact her office for access details. Lastly, she acknowledged the success of the most recent Music in the Park event, which took place despite earlier concerns about the weather. The Soulstirs were a crowd favorite, and the evening was marked by enthusiastic community participation. She extended thanks to Kelle Burrough, Councilman Deerin, and the Recreation Committee for organizing the well-received event. Administrator Phelps concluded her report and welcomed any questions from the Mayor and Council.

9. **Clerk's Report:** Acting Clerk Kramer first thanked the Mayor and Council for their vote of confidence and support during the transition from Deputy Clerk. She commented on how the Borough Administrator has been working extra hours with training and Katie, Val and Jason in the financial

department have been helping too. Acting Clerk Kramer thanked Kim Parent and Kim Jungfer for stepping in and helping as well. Acting Clerk Kramer reported that the latest edition of the Borough Bulletin has been published. The issue includes updated information on community events, public safety announcements, and a message from the Mayor. Hard copies are currently available at Borough Hall. She reminded the Council that Monmouth Park's annual Haskell Day event will take place on Saturday, July 19th, from 11:00 a.m. to 7:00 p.m. She noted that live music would be featured during and following the event at Blue Grotto. Acting Clerk Kramer informed the Council that the Borough Box would not be available for this event. She extended her thanks to Recreation Director Kelle Borough for organizing a recent music event in the park, stating it was a fantastic evening. Acting Clerk Kramer informed the Council that Baseline Social has submitted an application for an Extension of Premises Permit in connection with an upcoming beer festival scheduled for October 4th, from 2:00 p.m. to 6:00 p.m. She shared the proposed location of the event and noted that it would be a ticketed event. Baseline Social has arranged for private security, and Chief Grimes has expressed no concerns regarding the event. In conclusion, Acting Clerk Kramer thanked Jeanne Smith for her dedication and service to the Borough and extended her best wishes for the future.

10. Old Business:

NONE:

- 11. New Business:** Mayor Tvrdik noted that there are several resolutions on the agenda for review during the current workshop session. These resolutions are scheduled for a vote at the next regular meeting, at which time the public will also have an opportunity to provide comment. The Mayor highlighted several upcoming changes and developments, including the addition of new members to the Fire Department, First Aid Squad, and matters related to tax foreclosure. He addressed a specific property issue involving a lot and block where bamboo has encroached onto a neighboring property. The property owners have been unresponsive, and as a result, the Borough will proceed with the foreclosure process. Upon completion, the Borough will assume responsibility for the property's maintenance. Mayor Tvrdik also referenced a resolution concerning an increase in salary for the Court Administrator, following the successful completion of a relevant course. He concluded by stating that any questions or further discussion on these items will be addressed at the next regular meeting.

Resolution - Payment of Bills

:

Resolution - Authorizing Mayor and Administrator to Execute TWA Applications

:

Resolution - Authorizing Redemption of Tax Sale Certificate #23-00014:

Resolution - Requesting Approval to Amend the 2025 Municipal Budget for NJ American Water

:

Resolution - Approving Stephan Molnar Jr. for Oceanport First Aid Membership

:

Resolution - Approving Michael McGhee for Fire Department Member

:

Resolution - Authorizing In Rem Tax Foreclosure of Block 117 Lot 49 Gold Street

:

Resolution - Authorizing The Purchase & Renewal of The Borough's Spatial Data Logic Software

:

Resolution - Authorizing a Salary Increase for Gianna Tafuri as per the Employment Agreement

:

Resolution - Authorizing Veteran Jamie Leslie Tax Exemption

:

Resolution Authorizing Redemption of Tax Sale Certificate 24-00003 Block 44 Lot 8:

Resolution - Authorizing an MOU with FMERA for Engineering Services - JCP&L Electrical Substation

:

Resolution - Amending 2025 Budget for FMERA MOU Replace Army Electrical Grid

:

Resolution - Awarding Contract to Colliers Replacement of Electrical Grid - FMERA

:

Resolution - Authorizing the Ratification Award of an Emergency Contract for Sink Hole Repair and Pipe Replacement on Seneca

:

Resolution - Authorizing an Increase in the Bid Threshold

:

Resolution - Authorizing Change Order #2 Final 2023 Road Program Mecos Inc.:

Resolution - Approving 1st Aid Squad Member Thomas Viscuso

:

Resolution - Approving 1st Aid Squad Member Cassandra Cabrera:

Resolution - Authorizing Participation in the 1033 LESA Program for 2025

:

Resolution - Approving 1st Aid Squad Member Marco Molino:

Resolution - Authorizing Preliminary Investigation of HABcore and Lunch Break Projects

:

12. Minutes: Mayor Tvrdek informed the Council that they will have an opportunity to review the meeting

minutes, if they have not already done so. A vote to approve the minutes will take place during the next regular meeting.

01-02-2025 Reorganization Minutes

:

04-03-25 Workshop Meeting Minutes:

13. **Mayor Tvrdik's Report:** Mayor Tvrdik announced that Skinny Flowers Brewery would be the next business opening in Riverwalk, with a ribbon-cutting ceremony scheduled for August 1st at 11:00 AM. He also reported that the Borough, in collaboration with Shore Little League and Enzo's Pizza, recently hosted Yankees prospect Rafael Flores. The Mayor praised the success of the Music in the Park event organized by Kelle Borough, noting that approximately 120 people attended. He recognized the Department of Public Works (DPW) for their full-time support throughout the event. Regarding infrastructure updates, Mayor Tvrdik informed the governing body that the River Water Reclamation Authority has taken over Boy Scout Park as part of a sewer project connecting Oceanport and Monmouth Beach to Raccoon Island. He noted that while installing a new line, a machine became lodged underground and could not be retrieved. The machine will remain in place, and a bypass will be constructed, causing delays to the project. He stated that the Borough would notify nearby residents when active work resumes, which will require 24/7 operations in the park. The Mayor has requested that truck operations occur during daytime hours only. He emphasized that the project would proceed as planned due to its critical engineering scope. In response to a question from Councilman O'Brien regarding potential penalties from Green Acres for project delays, the Mayor stated that they would apply for an extension and is awaiting further information, as this will impact the project timeline. Finally, Mayor Tvrdik noted that Dennis Galvin and the team at Two Rivers will provide monthly updates to the Borough and residents. He added that a resident who experienced a cracked tile has been in direct contact with both the Borough and the Sewer Authority regarding the issue.
14. **Public Comments:** Mark Patterson of 40 Ithaca Avenue inquired about the potential environmental impact of abandoning the piece of machinery left underground during the sewer project. Mayor Tvrdik explained that the front of the equipment is inaccessible and that it is located well below the water's surface. He stated he would follow up to determine whether the machinery would be encapsulated. The Mayor noted there may be some runoff, but described the equipment as being about the size of a minivan. Mr. Patterson also referenced a previous instance involving an extension application, noting that a similar process occurred with Old Wharf Park. Tom Murphy of 15 Pocahontas Avenue thanked Borough staff for addressing the concern he raised at the last meeting regarding the small beach at the end of Nicholson Place. He expressed his willingness to serve on any future committee or working group formed to improve that area, noting its personal significance from his childhood in the community. There were no further public comments. Councilman Keeshen made a motion to close the public comment portion of the meeting, seconded by Councilman Deerin.
15. **Adjourn to Executive Session:**
Resolution #2025-194 - Authorizing an Executive Session, July 17, 2025, Matters Relating to the Purchase, Lease or Acquisition of Real Property-Open Space and Matters Relating to Collective Bargaining and Contract Agreements:

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

16. Return from Executive Session:

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

17. Adjournment:

Respectfully submitted,

Stephanie Kramer
DEPUTY BOROUGH CLERK



BOROUGH OF OCEANPORT MAYOR & COUNCIL MINUTES • REGULAR MEETING

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

JULY 17, 2025 at 7:00 PM

1. **Call 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	
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 asked if there were any comments on Action Items only. There were none. Councilman Keeshen motioned to close this portion of the meeting and Councilman Deerin seconded.
6. **Administrator's Report:** Borough Administrator Donna Phelps stated she had nothing to report at this meeting.
7. **Clerk's Report:** Acting Clerk Stephanie Kramer stated she had nothing to report at this meeting.
8. **Consent Agenda:** Mayor Tvrdik stated that Resolutions 2025-195 through 2025-216 were before the Council and asked if any member wished to consider any of the resolutions separately. Hearing no such request, Councilwoman Cooper made a motion to approve, and the motion was seconded by Councilman Deerin.

Resolution #2025-195 - Payment of Bills:

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

Resolution #2025-196 - Authorizing Mayor and Administrator to Execute TWA Applications:

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

Resolution #2025-197 - Authorizing Redemption of Tax Sale Certificate #23-00014:

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

Resolution #2025-198 - Requesting Approval to Amend the 2025 Municipal Budget for NJ American Water:

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

Resolution #2025-199 - Approving Stephan Molnar Jr. for Oceanport First Aid Membership:

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

Resolution #2025-200 - Approving Michael McGhee for Fire Department Member:

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

Resolution #2025-201 - Authorizing In Rem Tax Foreclosure of Block 117 Lot 49 Gold Street:

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

Resolution #2025-202 - Authorizing the Purchase & Renewal of the Borough's Spatial Data Logic Software:

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

Resolution #2025-203 - Authorizing a Salary Increase for Gianna Tafuri as per the Employment Agreement:

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

Resolution #2025-204 - Authorizing Veteran Jamie Leslie Tax Exemption:

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

Resolution #2025-205 - Authorizing an MOU with FMERA for Engineering Services - JCP&L Electrical Substation

:

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

Resolution #2025-206 - Amending 2025 Budget for FMERA MOU Replace Army Electrical Grid

:

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

Resolution #2025-207 - Awarding Contract to Colliers Replacement of Electrical Grid - FMERA

:

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

Resolution #2025-208 - Authorizing the Ratification Award of an Emergency Contract for Sink Hole Repair and Pipe Replacement on Seneca

:

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

Resolution #2025-209 - Authorizing an Increase in the Bid Threshold

:

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

Resolution #2025-210 - Authorizing Change Order #2 Final 2023 Road Program Meco Inc.:

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

Resolution #2025-211 - Approving 1st Aid Squad Member Thomas Viscuso

:

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

Resolution #2025-212 - Approving 1st Aid Squad Member Cassandra Cabrera:

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

**Resolution #2025-213 - Authorizing Redemption of Tax Sale Certificate 24-00003
Block 44 Lot 8:**

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

**Resolution #2025-214 - Authorizing Participation in the 1033 LESA Program for 2025
:**

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

Resolution #2025-215 - Authorizing 1st Aid Squad Member Marco Molino:

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

Resolution #2025-216 - Authorizing Preliminary Investigation of HABcore and Lunch Break Projects:

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

9. First Reading Ordinances:

Mayor Tvrdik announced Ordinance No. 1112, Approving an Easement Agreement with JCP&L and Verizon. Councilwoman Cooper introduced the Ordinance, authorizing the Borough to enter into an easement agreement. Acting Clerk Stephanie Kramer read the Ordinance by title only.

Acting Clerk Kramer stated: Ordinance Authorizing an Easement Agreement with Jersey Central Power and Light Company and Verizon of New Jersey Inc. for electric, CATV, and communication purposes.

Councilwoman Cooper made a motion to approve the Ordinance on first reading and to schedule a public hearing on the proposed Ordinance at the Council meeting on August 21, 2025, with notice to be published in accordance with the law. Councilman Keeshen seconded the motion.

Ordinance #1112 Approving Easement Agreement with JCP&L and Verizon:

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

10. Minutes:

01-02-2025 Reorganization Minutes:

RESULT:	ADOPTED (5 TO 0)
MOVER:	Councilwoman Patricia Cooper
SECONDER:	Councilman Richard Gallo
AYES:	Richard Gallo, Bryan Keeshen, Michael O'Brien, Patricia Cooper, William Deerin
NAYS:	None
ABSTAIN:	None

04-03-2025 Mayor and Council Workshop Meeting Minutes:

RESULT:	ADOPTED (5 TO 0)
MOVER:	Councilman William Deerin
SECONDER:	Councilman Richard Gallo
AYES:	Richard Gallo, Bryan Keeshen, Michael O'Brien, Patricia Cooper, William Deerin
NAYS:	None
ABSTAIN:	None

11. Second Reading Ordinances :

NONE:

12. Council Standing Committee Reports:

Councilman Deerin - Parks & Recreation: Councilman Deerin shared that the recent "Music in the Park" event was a great success and once again praised the efforts of Kelle Borough. He reminded everyone that the next concert would take place on August 14, featuring the band Living Proof. He announced that the next Movie Night is scheduled for August 20th and will feature the film Elf. Councilman Deerin reported that planning is underway for the Summer's End celebration and that the Borough is currently seeking sponsors. He noted that fireworks costs have significantly increased and that additional information will be provided soon. He extended his thanks to the Police Department, Fire Department, and First Aid Squad for their support of the Borough's Summer Camp program, noting that the children had a very enjoyable experience. Councilman Deerin also reported that Gatta Park is already 90% booked for the upcoming spring season. He raised continued concerns regarding e-bike safety and encouraged parents to speak with their children about proper use. He also cautioned residents about the recent severe weather and emphasized the importance of clearing the fields immediately when storms approach. Lastly, he reported that all the courts have been completed and are looking good.

Councilman Gallo - Public Works & Engineering:

Councilman Gallo reported that the 2024 Road Program is scheduled to begin within the next month. He announced the list of streets where work will take place, including the major project involving the sidewalk along Port Au Peck Avenue.

Mayor Trvdik noted that the first easement agreement has been signed and that he has a meeting scheduled next week with the owner of the vacant land.

Councilman Keeshen - Public Safety :

Councilman Keeshen extended his thanks and congratulations to the newly appointed members of the fire department and first aid squad for volunteering and stepping up. He also expressed appreciation to Chief Grimes, Officer Chuck, and all personnel who participated in the Junior Police Academy, acknowledging their efforts and involvement.

He reminded all residents to ensure they are signed up for CodeRED emergency notifications, especially given the recent severe weather conditions.

Councilman O'Brien - Finance & Administration: Councilman O'Brien reported that there was not much activity in the Finance Department at this time, as the budget has already been adopted. He congratulated Acting Clerk Kramer, as well as the newly appointed First Aid and Fire Department members. He also noted that he has certified the tax rate and confirmed that all tax bills have been mailed out.

Councilwoman Manna:

Councilwoman Manna shared that it has been exciting to be a part of the Water Watch and Environmental Committee and to see the enthusiasm of the volunteers engaged in efforts to improve Oceanport's waterways and environmental initiatives throughout the town. She congratulated Stephanie on her appointment as Acting Clerk and extended her thanks to the Board of Education for their continued collaboration.

She noted that Water Watch recently received a new thermometer for water testing. However, the lab misplaced the latest test results, and the committee is actively exploring alternative options, including potential partnerships with neighboring towns. Councilwoman Manna also mentioned learning about the role oysters play in improving water quality.

Additionally, she spoke about the Oceanport Green Team and efforts to involve members of the community in the Sustainable Jersey program. She concluded by sharing updates from the School Board and its various departments and involvement these past two weeks.

Councilwoman Cooper - Planning & Development :

Councilwoman Cooper shared that the Water Watch and Environmental Committee is thrilled to now have a liaison. She thanked Jeanne Smith for her many years of dedicated service and congratulated Stephanie Kramer on her appointment as Acting Clerk. She also expressed appreciation to Kelle Burrough for organizing a successful Music in the Park event, and extended thanks to the Department of Public Works and Chief Grimes for their support during the event.

She provided an update on the Riverwalk project, noting several changes. Alison Hall, which was originally planned as office space, will now be a hotel—downsized from 100 rooms to 50. The retail space will be converted into a restaurant, and there will be some updates to signage as well.

Councilwoman Cooper also mentioned that Netflix has made some positive revisions to their plans. The original mill building will now be split into two separate structures, resulting in smaller overall building sizes.

Lastly, she announced that the tree ordinance application is now available online and reminded everyone that this requirement comes from a state mandate.

13. **Mayor Tvrdik's Report:** Mayor Tvrdik shared that summer is quickly coming to an end and encouraged everyone to make the most of the next six weeks by spending quality time with family and loved ones. He wished everyone a safe and happy remainder of the summer and reminded drivers to stay slow down and drive safely.

14. **Public Comments:**

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

Mayor Tvrdik invited the public to come up and add anything. There was no one. Councilman Deerin then made a motion to close this portion of the meeting, which was seconded by Councilman O'Brien.

15. Adjournment:

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

Respectfully submitted,

Stephanie Kramer
DEPUTY BOROUGH CLERK



BOROUGH OF OCEANPORT MAYOR & COUNCIL MINUTES • WORKSHOP

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

AUGUST 21, 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:**
5. **PUBLIC COMMENT - Action Items Only:** Mayor Tvrdik opened the floor for public comment on the listed action items. Gary Bruno of 50 Wyandotte Ave inquired about the remount of the emergency vehicle, asking for clarification on which specific vehicle it pertained to, noting that the Borough had purchased two vehicles the previous year. He also asked whether the remount was being done by a company based in Texas. Councilwoman Cooper responded that the remount was being handled by BSI, a company based in New Jersey. The Mayor asked if there were any other comments. There were none. Councilman Deerin motioned to close this portion of the meeting and Councilman Gallo seconded.
6. **Action Items:**
7. **Administrator's Report:** Borough Administrator Donna Phelps reported that Kevin Burke, Administrator for the Borough of Little Silver, reached out regarding a potential shared services agreement that would allow Little Silver to utilize Oceanport's Temporary Debris Management Area (TDMA), to be located on Veterans' Field next to Borough Hall. The TDMA would only be activated in the event of a declared state of emergency and would be limited to vegetative debris. Superintendent Buzz has been coordinating with Mazza Recycling, who submitted a proposal to provide the necessary equipment, labor, and transportation to grind, load, transport, and process the vegetative debris. Mazza would also provide the required documentation for FEMA reimbursement. Proposed costs include \$3,500 per day for the grinder and excavator, \$1,800 per day for the excavator/loader, \$1,000 per event for mobilization, and \$850 per load transported to Mazza. Mazza has indicated that Oceanport would be a priority in the event of an emergency. Mr. Burke is reviewing the proposal with Little Silver's governing body and will follow up regarding the possibility of cost-sharing. Administrator Phelps asked if Council was comfortable moving forward with Mazza and allowing Little Silver to use Oceanport's TDMA. Council was in agreement to proceed, pending final coordination with Little Silver.
Administrator Phelps also reported that the Borough is overdue in completing its Master Plan Reexamination, the last of which was completed in 2005 by Maser Consulting. Although there have been various amendments to the Master Plan since that time—including the Third Round Housing Element and Fair Share Plan, Stormwater Management Plan, Amended Open Space and Recreation Plan, and Fort Monmouth Historic Guidelines—a full reexamination has not been conducted.

According to the Department of Community Affairs, a Master Plan Reexamination is required every ten years. Administrator Phelps reached out to Borough Planner Kendra Lelie of KMA Associates, who submitted a proposal in the amount of \$10,500 to review the existing documents, provide written analysis and recommendations, and attend up to three meetings with staff and Board members, as well as one Planning Board meeting to present testimony. The reexamination report would evaluate changes in planning assumptions, policies, land use, housing conditions, environmental conservation, and state and municipal policy updates, and include recommendations on whether new plans or regulations should be adopted. Funding for this project has been included in the 2025 Clerk's Budget under a \$20,000 line item designated for the Master Plan Reexamination. Administrator Phelps requested approval to move forward with KMA Associates. Council approved moving forward with the reexamination as proposed. Mayor Tvrdek inquired about any updates regarding the Master Plan. Administrator Phelps responded that she had not been able to find any relevant information. Borough Attorney Bayer noted that, generally, the law requires an updated Master Plan due to the presumption of validity it provides for zoning ordinances. Administrator Phelps asked whether a re-examination of the plan would suffice or if a full update was necessary. Borough Attorney Bayer advised that the entire Master Plan should be redone.

He concluded by stating that he would follow up with Kendra regarding this matter.

Administrator Phelps also informed the governing body that the Monmouth County Park System is scheduled to appear before the Planning Board at its September 9 meeting to present Phase I site improvements for the Wolf Hill Recreation Area First Tee Golf Course. This project is part of the 2024 Wolf Hill Recreation Area Master Plan, which outlines three phases of improvements, including future recreational sports court facilities. No Council action was required at this time. Mayor Tvrdek addressed the Chairman of the Planning Board, who was present at the meeting, noting that some residents had raised concerns about connectivity to the park in the area. He suggested that the Planning Board consider this issue at their upcoming meeting.

8. Clerk's Report:

Acting Borough Clerk Kramer announced that the annual townwide garage sale is scheduled for Saturday, September 27th and Sunday the 28th. In the event of rain, the garage sale will be rescheduled to the following weekend, October 4th and 5th. She noted that online registration is currently open, and the registration deadline is Thursday, September 18th at 6:30 PM. Acting Clerk Kramer reported that the book recycling program has already shown strong results, with the collection bin having to be emptied due to high usage—indicating strong community participation. She reminded the Council that the program supports an organization that distributes books to libraries in South America and Africa. She also noted that the second "Music in the Park" event was a great success. Lastly, Acting Clerk Kramer provided an update on the Monmouth Park race schedule, noting that the final race of the season will take place on Sunday, September 14th.

9. Old Business: NONE.

10. New Business:

Mayor Tvrdik stated that all new business items would be addressed during the regular meeting. He announced that the approval of the June 5, 2025 meeting minutes would be tabled until the September meeting, along with his mayoral report. He then opened the floor for public comment. John Spinelli of 91 Burlington Avenue, Middletown, stated that he had no comments on agenda items but wished to offer a recommendation to the Council. He suggested that the town install a "Welcome to Oceanport" sign near the train station so that visitors coming to the racetrack or local festivals would be greeted upon arrival. Mayor Tvrdik responded that a new resident had also recently suggested relocating the existing welcome sign closer to Riverwalk near Little Silver. He expressed support for both ideas, noting that they were worth considering. Councilman Deerin made a motion to close this portion of the meeting. Councilwoman seconded.

Resolution - Payment of Bills:

Resolution - Granting a Waiver and Authorizing a Street Permit for a Portion of Manitto Place:

Resolution - Awarding a Contract to Colliers for FMERA-400 Area Parallel Build:

Resolution - Authorizing Refund to FMERA for Balance in Contract for Asbestos Abatement and Demolition:

Resolution - Authorizing Change Order #1- Contract Balance with FMERA for Asbestos Abatement and Demolition:

Resolution - Authorizing a 1-year Extension of Agreement with Monmouth University:

Resolution - Approving Special Event Permit for Patty G's Memorial Walk:

Resolution - Approving Special Event Permit for Bikes & Beers Birdsmouth:

Resolution - Appointing an Alternate MEL/JIF Fund Commissioner:

Resolution - Authorizing Change Order #1 & Final-Colliers 2024 Road Program:

Resolution - Amending the Compensation of Certain Officials and Employees of the Borough of Oceanport for 2025:

Resolution - Authorizing Purchase of a Remount for First Aid Squad:

Resolution - Approving Inter-Local Agreement with Oceanport BOE for Ground Maintenance and Snow Removal Services:

Resolution - Awarding Contract for Professional Engineering Services to Colliers Engineering & Design for the 2025 Road Program:

Resolution - Authorizing a Contract for Repairs of the Tennis Court at Community Center Park:

Resolution - Authorizing a 1-year Extension of Agreement with Christian Brothers Academy :

Resolution - Approving Tax Exemption for Brett McCoy:

Resolution - Authorizing Submission of a Revised Grant Application to Open Space Grant Program for Improvements at Blackberry:

11. Minutes:

Mayor & Council Meeting Minutes 4-17-25:

Mayor & Council Workshop Meeting Minutes 5-1-25:

Mayor & Council Regular Meeting Minutes 5-15-25:

Mayor & Council Workshop Meeting Minutes 6-5-25:

Mayor & Council Regular Minutes 6-19-25:

12. Mayor Tvrdik's Report: Mayor Tvrdik stated that he was going to give his report in the Regular Meeting.

13. Public Comments: There were no public comments.

14. Adjourn to Executive Session:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilwoman Patricia Cooper
SECONDER:	Councilwomen Kara Manna
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-217 - Authorizing an Executive Session, August 21, 2025, Matters Relating to the Purchase, Lease or Acquisition of Real Property-Open Space:

15. Return from Executive Session:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilman William Deerin
SECONDER:	Councilwomen Kara Manna
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

16. Adjournment:

RESULT:	ADOPTED (4 TO 0)
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MOVER:	Councilwoman Patricia Cooper
SECONDER:	Councilwomen Kara Manna
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Respectfully submitted,

Stephanie Kramer
ACTING BOROUGH CLERK



BOROUGH OF OCEANPORT MAYOR & COUNCIL MINUTES • REGULAR MEETING

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

AUGUST 21, 2025 at 7:00 PM

1. **Call 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 Councilwoman Patricia Cooper Councilman William Deerin Councilwomen Kara Manna Mayor Thomas Tvrdik	
ABSENT:	Councilman Bryan Keeshen Councilman Michael O'Brien	

ALSO PRESENT: Stephanie Kramer, Deputy 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. Councilwoman Cooper made a correction from the Workshop meeting, clarifying that the ambulance scheduled for remount is ambulance 56, and it is from Little Silver. There were no other public comments. Councilwoman Cooper made a motion to close the public comment portion of the meeting. The motion was seconded by Councilwoman Manna.

6. **Administrator's Report:** Administrator Phelps noted that the book recycling program, previously mentioned by Acting Clerk Stephanie during the Workshop meeting, was recently featured in both the *League of Municipalities Magazine* and the *Two River Times*.
7. **Clerk's Report:** Acting Clerk Stephanie Kramer stated she had nothing new to report at this time.

8. Consent Agenda:

Mayor Tvrdik asked if any Council members had comments or requested that any items be considered separately. There were none. Councilwoman Cooper made a motion to approve the consent agenda. Before a second was given, Mayor Tvrdik provided additional context regarding Resolution #229, which pertains to a street opening permit for a portion of Manitto Place to allow for gas service installation. He explained that the street is currently under a moratorium, meaning the utility company is responsible for maintaining the patch for one year following the work. He requested that the resolution be sent to the resident, as they will be responsible for the patch's maintenance until September 2028. Councilman Deerin asked for clarification on Resolution #231, Amending Compensation of Employees and Officials. Borough Administrator Phelps explained that the records clerk for the Police Department had been inadvertently omitted from the original salary resolution. She also noted that the salaries for the crossing guards are being increased, with the change being retroactive to January 1st, covering the 2025–2026 school year. Administrator Phelps added that the resolution will need to be updated again to correct the Borough Clerk's name.

Resolution #2025-218 - Payment of Bills:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilwoman Patricia Cooper
SECONDER:	Councilman William Deerin
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-219 - Authorizing Change Order #1- Contract Balance with FMERA for Asbestos Abatement And Demolition:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilwoman Patricia Cooper
SECONDER:	Councilman William Deerin
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-220 - Authorizing Refund to FMERA for Balance in Contract for Asbestos Abatement and Demolition:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilwoman Patricia Cooper
SECONDER:	Councilman William Deerin
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-221- Approving Special Event Permit for Patty G's Memorial Walk:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilwoman Patricia Cooper
SECONDER:	Councilman William Deerin
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

**Resolution #2025-222 - Approving Special Event Permit for Bikes & Beers
Birdsmouth:**

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilwoman Patricia Cooper
SECONDER:	Councilman William Deerin
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-223 - Appointing an Alternate Fund Commissioner:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilwoman Patricia Cooper
SECONDER:	Councilman William Deerin
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

**Resolution #2025-224 - Resolution Authorizing Purchase of a Remount for First Aid
Squad:**

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilwoman Patricia Cooper
SECONDER:	Councilman William Deerin
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

**Resolution #2025-225 - Resolution Approving Inter-Local Agreement with Oceanport
BOE for Ground Maintenance and Snow Removal Services:**

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilwoman Patricia Cooper
SECONDER:	Councilman William Deerin
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

**Resolution #2025-226 - Authorizing Change Order #1 & Final-Colliers 2024 Road
Program:**

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilwoman Patricia Cooper
SECONDER:	Councilman William Deerin
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-227 - Authorizing a 1-year Extension of Agreement with Monmouth University:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilwoman Patricia Cooper
SECONDER:	Councilman William Deerin
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-228 - Awarding a Contract to Colliers for FMERA-400 Area Parallel Build:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilwoman Patricia Cooper
SECONDER:	Councilman William Deerin
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-229 - Granting a Waiver and Authorizing a Street Permit for a Portion of Manitto Place:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilwoman Patricia Cooper
SECONDER:	Councilman William Deerin
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-230 - Awarding Contract for Professional Engineering Services to Colliers Engineering & Design for the 2025 Road Program:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilwoman Patricia Cooper
SECONDER:	Councilman William Deerin
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-231 - Amending the Compensation of Certain Officials and

Employees of the Borough of Oceanport for 2025:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilwoman Patricia Cooper
SECONDER:	Councilman William Deerin
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-232 - Authorizing a Contract for Repairs of the Tennis Court at Community Center Park:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilwoman Patricia Cooper
SECONDER:	Councilman William Deerin
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-233 - Authorizing a 1-year Extension of Agreement with Christian Brothers Academy :

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilwoman Patricia Cooper
SECONDER:	Councilman William Deerin
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-234 - Approving Tax Exemption for Brett McCoy:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilwoman Patricia Cooper
SECONDER:	Councilman William Deerin
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-235 - Authorizing Submission of a Revised Grant Application to Open Space Grant Program for Improvements at Blackberry:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilwoman Patricia Cooper
SECONDER:	Councilman William Deerin
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

9. First Reading Ordinances:

NONE:

10. Minutes:

Mayor & Council Meeting Minutes 4-17-25:

RESULT:	ADOPTED (3 TO 0)
MOVER:	Councilman William Deerin
SECONDER:	Councilman Richard Gallo
AYES:	Richard Gallo, Patricia Cooper, William Deerin
NAYS:	None
ABSTAIN:	None

Mayor & Council Workshop Meeting Minutes 5-1-25:

RESULT:	ADOPTED (3 TO 0)
MOVER:	Councilman William Deerin
SECONDER:	Councilwoman Patricia Cooper
AYES:	Richard Gallo, Patricia Cooper, William Deerin
NAYS:	None
ABSTAIN:	None

Mayor & Council Regular Meeting Minutes 5-15-25:

RESULT:	ADOPTED (3 TO 0)
MOVER:	Councilman Richard Gallo
SECONDER:	Councilman William Deerin
AYES:	Richard Gallo, Patricia Cooper, William Deerin
NAYS:	None
ABSTAIN:	None

Mayor & Council Workshop Meeting Minutes 6-5-25: Mayor Tvrdik stated the June 5th minutes will be tabled for this meeting.

Mayor & Council Regular Meeting Minutes 6-19-25:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilwoman Patricia Cooper
SECONDER:	Councilman William Deerin
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

11. **Second Reading & Public Hearing Ordinances:** During the meeting, Councilwoman Cooper requested that Acting Clerk Kramer read Ordinance No. 1112 by title only. Acting Clerk Kramer read the title as follows: Ordinance No. 1112 – An Ordinance authorizing an easement agreement with Jersey Central Power and Light Company and Verizon of New Jersey, Inc. for electric, CATV, and

communication purposes. Mayor Trvdik then opened the floor for public comment, noting that this was the second reading of the ordinance. As no members of the public came forward to speak, the Mayor asked for a motion to close the public hearing. A motion was made by Councilman Deerin and seconded by Councilwoman Manna, and the motion carried. Following the closure of the public hearing, Councilwoman Cooper made a motion to adopt Ordinance No. 1112 and to advertise it in accordance with the law. The motion was seconded by Councilman Deerin and subsequently carried by the Council.

Ordinance #1112 Approving Easement Agreement with JCP&L and Verizon:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilwoman Patricia Cooper
SECONDER:	Councilman William Deerin
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

12. Council Standing Committee Reports:

Councilman Deerin - Parks & Recreation:

Councilman Deerin announced that this Sunday will be Movie Night in the Park, featuring *Mulan*, beginning at dusk. He also reported that planning is underway for the Summer's End event, scheduled for September 6th, with a rain date of September 7th. Activities will include a cornhole tournament, with a registration fee of \$100 per team and a start time of 12 noon. A tailgate competition and a fireworks display are also planned. Councilman Deerin noted that the fields at Gatta Park are currently 95% booked and that this year's summer camp was another great success. However, he mentioned that a few changes will be implemented next year due to issues with disrespectful behavior among some campers. Specifically, any child who is reprimanded more than twice will be removed from camp without a refund. He extended his thanks to the Police Department and OEM for their support and commended the Department of Public Works for their continued efforts maintaining the fields.

Mayor Trvdik added that he and Daniel Briskey are both signed up for the cornhole tournament. He also stated that trucks and equipment near the park's tailgating area will be relocated, and the street will be cleaned in preparation for the night of the festival.

Councilman Gallo - Public Works & Engineering : Councilman Gallo reported that the 24 Road Program is set to commence on Port Au Peck Avenue, including work on the sidewalks. He noted that the project is currently awaiting a few remaining easements. Additionally, he stated that the curbing on Maple Court has significant cracking and will be replaced. The concrete work will be completed first, followed by street paving.

Councilman Keeshen - Public Safety: ABSENT

Councilman O'Brien - Finance & Administration: ABSENT

Councilwoman Manna - Health and Human Services:

Councilwoman Manna reported that the Water Watch and Environmental Committee continue to test the waters of Oceanport, record their findings, and are currently working on digitizing both current and historical data. She encouraged any young people interested in participating to reach out. She also noted that the committee will continue using their current lab for testing. Fred Phillippol was invited to a Zoom call with the Navesink Water Watch to discuss potential collaboration with neighboring towns. There is interest in getting involved with oyster restoration efforts in local rivers as a natural method of filtering waterways. The goal is to collaborate with Sea Bright, Monmouth Beach, Oceanport, and Little Silver, and there was discussion about forming a South Shrewsbury Water Watch Committee to facilitate joint efforts among the towns.

In environmental matters, Councilwoman Manna mentioned that the committee has received applications currently before the Planning Board for consideration. Discussions also continue regarding the Green Team and Sustainable Jersey initiatives. She shared that Dr. English asked the Council to be informed that the second annual Mayor's Ball will take place on October 3rd at 7:00 PM, with a 6:30 PM arrival time for the Mayor and Council. Dr. English's Welcome Back Food Drive will run until September 15th. The Shore Snack Shack ribbon cutting is scheduled for 6:00 PM on the same evening as the Mayor's Ball.

Councilwoman Manna encouraged residents to visit the Shore Regional website for information on the first Superintendent's Coffee House of the 2025–2026 school year, noting it is a great opportunity to ask questions directly to the Superintendent. She congratulated Mr. Patterson and Jessica Sargent on filling the vacancy on the Oceanport Board of Education. She reported that the final projects from the referendum are expected to be completed in the coming weeks. The front entrance of the gym façade at Wolf Hill School will be finished shortly after the start of the school year. Additionally, construction is set to begin on a grant-funded outdoor gym at Maple Place, with an estimated completion timeline of two to three weeks. She reminded everyone that school is now open and urged drivers to use caution. She concluded by stating the dates and times for school openings. Councilwoman Cooper added that the committees are very happy they have a liaison now and that the ex-chair, Tom, took a fall in NYC but is going to be okay.

Councilwoman Cooper - Planning and Development: Councilwoman Cooper extended her condolences to the Crochet family on the passing of Nanny Clair Ayers, noting that she was a valued member of the community. She spoke about the community garden and mentioned the Eagle Scout project that was started there, describing it as very nice and encouraging anyone with time to visit and take a look. Councilwoman Cooper also provided an update on the Planning Board, stating that it will return to holding two meetings per month beginning in September. She informed the Council that Netflix is moving forward with its plans, with a scheduled closing date of December 5th and a groundbreaking ceremony planned for December 9th.

13. Mayor Tvrdik's Report:

Mayor Tvrdek reported that Kyle Ngy, who is working on the community garden, is seeking guidance on signage and asked the Council to follow up with him on Monday or Tuesday of the upcoming week. He noted that Kyle took their previous advice and secured a local landscaper. Celtic Concepts generously donated all the pavers, plantings, and related materials, allowing Kyle to allocate his saved funds toward other garden needs.

The Mayor updated the Council on the progress of the Netflix project. Phase 1B was presented at the Planning Board meeting on August 11th, with the second portion scheduled for review on September 2nd. He emphasized that Netflix is operating on a tight deadline, and several actions must occur before the closing date, including newspaper notices, mailings to property owners, Planning Board notices, and the adoption of necessary resolutions by the governing body. He noted that the Fort Monmouth parcel in Oceanport has been subdivided, with certain properties designated as areas in need of redevelopment. One plot has been granted to Jersey City University for educational use only.

Mayor Tvrdek explained that there are many procedural steps required before a Payment in Lieu of Taxes (PILOT) agreement with Netflix can even be considered. These steps include public hearings, presentations before the Borough Council, and eventual discussions by the Finance Committee to determine whether entering into a PILOT agreement is in the Borough's best interest. He added that steps are underway to officially deem the Oceanport portion of the mega-parcel an area in need of redevelopment. The Mayor asked Borough Attorney Andrew Bayer for additional comments. Mr. Bayer confirmed that the next Council meeting will include a referral resolution from the Council to the Planning Board. He added that the FMERA planner has completed a study that will be presented to the Planning Board and noted that a redevelopment plan—specifically, FMERA's Use and Redevelopment Plan—must be adopted by the Council and returned to the Planning Board to establish land use regulations necessary to proceed with any potential PILOT. Mr. Bayer emphasized that while they are not rushing the process, all options remain on the table.

Mayor Tvrdek also reported that Monmouth Park is expected to break ground on the 55+ residential development following the end of the racing season. A meeting will be scheduled next week to review progress on the proposed youth sports complex. Those attending will include the Mayor, Councilmen O'Brien and Councilman Keeshen, Borough Attorney Andrew Bayer, and Borough Administrator Donna Phelps. Following that meeting, a presentation will be made to both the Council and the Planning Board. The Mayor shared that there are now plans to explore the option of building two hotels instead of one on the site, and to further consider a youth sports "mecca" rather than additional housing.

He noted that Caesar's Sports Book is on track to open in time for the NFL's opening night on September 4th. The Mayor reminded everyone that school is back in session and thanked all those involved in getting the Port Au Peck Avenue sidewalk project underway. He urged drivers to use caution, particularly at the intersection of Monmouth Boulevard where red-light violations are frequent. He thanked Chief Grimes and the Oceanport Police Department for their enforcement efforts, noting that targeted enforcement zones require time and public awareness to be fully effective.

The Mayor also discussed the potential installation of a pedestrian crosswalk at the intersection of Monmouth Boulevard and Comanche Drive. He read a letter from the County Commissioner Director,

addressed to Borough Administrator Phelps, stating that the request for a pedestrian signal has been forwarded to the County Engineer's Office for coordination with the Oceanport Police Department. A comprehensive traffic study is in progress and will begin once crash reports from the past three years are compiled. Chief Grimes confirmed that those reports were sent out a few weeks ago.

Mayor Tvrdik highlighted the upcoming Summer's End Festival and commended the Parks and Recreation Committee for their hard work. He reminded the Council that hurricane season is in full effect and thanked Buzzy for his communication during the recent storm, noting that Oceanport was fortunate to have avoided significant damage. He reported that ribbon-cutting ceremonies were held on August 1st for Skinny Flowers Brewery and on August 8th for the reopening of The Wharf. He shared that both businesses are doing well.

Mayor Tvrdik provided an update on various infrastructure improvements taking place throughout the Borough. He noted that he has received a cost estimate for a potential sidewalk installation extending from the firehouse on Myrtle Avenue to Comanche Avenue, continuing down to Monmouth Boulevard. He stated that this project is being considered for inclusion as a potential community benefit with Netflix, due to the anticipated increase in traffic volume in that area.

The Mayor commended the recent work completed on Pemberton and South Pemberton sidewalks and noted that additional sidewalk improvements are planned throughout Blackberry Bay Park. He also reported meeting with Dennis Galvin and his engineering team regarding Riverside Avenue, where work is nearing completion on the decommissioning of two pump stations that will be taken offline as part of the new sewer system. Mayor Tvrdik indicated that he plans to meet with residents affected by the construction to address concerns and provide updates.

He stated that the Sewerage Authority is currently seeking approval from FMERA and Netflix to allow certain back-end residents to reroute around the 400 District as part of the ongoing utility work. He also provided an update on New Jersey American Water's continued progress on their water infrastructure project.

Mayor Tvrdik announced that at the next meeting, there will be a town hall held at Summer's Park with Dennis Galvin and his team to speak with residents about delays in drilling caused by equipment getting stuck. He explained that the updated plan involves a 30-day project with 24/7 operations to drop in a new machine, which will significantly impact truck traffic in the area. This meeting will serve as another opportunity for residents to ask questions and receive detailed information.

In closing, Mayor Tvrdik expressed his condolences to the Crochet family on their recent loss. He remarked that the celebration of life for Clair Ayers was beautiful and that the service was exceptionally well done.

14. Public Comments:

Gary LaBrano of 50 Wyandotte Avenue addressed the Council regarding safety concerns at the intersection of Port Au Peck and Monmouth Boulevard. He stated that he personally witnessed two

vehicles run the red light and purposely did not move his own vehicle after noticing them approaching. He also shared that his son was previously involved in an accident at that same intersection due to a red-light violation. Mr. LaBrano suggested adjusting the traffic signal timing to include a delay from red to green, allowing for a safer transition. In response, Mayor Tvrdek stated that Chief Grimes could speak with the traffic engineers currently conducting a study at that location.

Mr. LaBrano also inquired about the intersection near the 55-and-older rental development at Monmouth Park. Mayor Tvrdek suggested that a police presence with radar might be beneficial, particularly for vehicles entering from Little Silver. Mayor Tvrdek responded that Chief Grimes could look into assigning officers to monitor that area.

Gary then asked if Netflix was also requesting a PILOT (Payment in Lieu of Taxes) agreement from the Borough of Eatontown. Borough Attorney Andrew Bayer confirmed that they were. Mayor Tvrdek added that Eatontown had designated the entire Fort Monmouth property as an area in need of redevelopment in one comprehensive action. Mr. LaBrano expressed his opposition to a PILOT agreement with Netflix, stating that the project will not bring children to the Borough or cause financial hardship, and therefore he does not believe a PILOT is justified. Mayor Tvrdek responded that the County would receive the majority of the associated revenue.

Roseann Letson of 15 Deer Path Court, Tinton Falls, spoke on behalf of the Oceanport Historical Commission. Before beginning her remarks, she shared that 2026 marks the nation's 250th birthday, and numerous events and activities are being planned in celebration. Ms. Letson asked the Mayor if he had an opportunity to discuss with County Commissioner Tom Arnone the potential use of the stanchions on utility poles for selling banner space. Mayor Tvrdek stated that he has a list of items to review with Commissioner Arnone during their upcoming meeting.

Ms. Letson also requested additional closet space for the Historical Committee and was informed that a solution is being explored. She shared information about the Monmouth 250 flyers and noted that the original tagline, "Freedom's Battleground," would be replaced with "Oceanport" after discussions with the County, allowing the Borough's name to appear on promotional materials. These materials, including t-shirts and car magnets, will be available for sale at the upcoming Summer's End Festival.

She reminded attendees that on September 11th, TJ Fallon will give a lecture on U.S. presidents' gravesites, including a wealth of historical context. She encouraged attendees to bring canned food items for donation to local food pantries. She also announced an additional free presentation scheduled for October 9th at 7:00 PM, featuring Ken Magos, host of NJ PBS's *Drive By History*, who will speak about Monmouth County's historical markers from the Revolutionary War to modern radar installations.

Ms. Letson reported that Rick Gephkin, author of the updated Shrewsbury history book, is scheduled to speak on February 24th at 7:00 PM at the Old Wharf House, covering the topic of New Jersey Revolutionary rivals, Colonel Tye versus Captain Huddy. She also confirmed that Melissa Ziobro will present on March 25th about Fort Monmouth's history as the "Army's House of Magic." Additional speakers are being considered, depending on public interest and turnout for the confirmed events. She added that holiday ornaments featuring the Monmouth 250 logo will also be available.

Ms. Letson concluded by announcing that Monmouth County Archives and History Day will be held

on Saturday, October 11th, from 9:00 AM to 1:20 PM at Brookdale Community College, in the gymnasium. She praised the success of last year's event and shared her excitement for this year's program. Mayor Tvrdek thanked her for her hard work and dedication and assured her that the Borough will support her efforts.

The Mayor concluded by reminding everyone of the September 11th Memorial Ceremony at Scenic Overlook Park, beginning at 8:00 AM. He noted that Oceanport lost resident James Strain on 9/11 and shared that he places a rose at Mr. Strain's memorial each year. He described the event as a meaningful day of remembrance and encouraged all to attend, stating that the County also extends an invitation to the public. Councilman Gallo motioned to close this part of the meeting and Councilman Deerin seconded.

15. Adjournment:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilman William Deerin
SECONDER:	Councilwomen Kara Manna
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Respectfully submitted,

Stephanie Kramer
ACTING BOROUGH CLERK



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	7:09
	Councilwoman Patricia Cooper	
	Councilman William Deerin	
	Councilwomen Kara Manna	
	Mayor Thomas Tvrdik	
ABSENT:		

ALSO PRESENT: Stephanie Kramer, Deputy 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 Tvrdek 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 Tvrdek affirmed that as new water lines are installed, new hydrants will also be installed.

Mayor Tvrdek also noted that under the Borough's Memorandum of Understanding (MOU) with Colliers, the Borough's engineer—already in place—will be hired by Colliers, 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 \$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 2025. 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.

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 Tvrdek 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 Gallin 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 Summers 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 \$58,950.91 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



BOROUGH OF OCEANPORT MAYOR & COUNCIL MINUTES • REGULAR MEETING

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

SEPTEMBER 18, 2025 at 7:00 PM

1. **Call 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	7:10pm
	Councilman Michael O'Brien	
	Councilwoman Patricia Cooper	
	Councilman William Deerin	
	Councilwomen Kara Manna	
	Mayor Thomas Tvrdik	
ABSENT:	Councilman Bryan Keeshen	

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 asked if anyone would like to come up, as they added to resolutions that were posted on the website. One for amending the 2025 budget for MOU Fire Hydrant Abandonment Project and the other is approving a cooperative purchase agreement with Monmouth County for a land preservation incentive project. Seeing no one, Councilwoman Cooper motioned to close this portion and Councilwoman Manna seconded.
6. **Administrator's Report:** Borough Administrator Donna Phelps stated that she had no additional items to report beyond the discussion previously presented.

DISCUSSION: MJPPI 2025 Annual Update:

Borough Administrator Donna Phelps reported that the Borough became a member of the MJPPI in 2023. She explained that the current update covers public outreach conducted by MJPPI municipal members and stakeholders during 2024, noting that no new members

were added that year.

Ms. Phelps stated that two MJPPI Committee meetings were held for the 2025 update, on December 13, 2024, and June 19, 2025. Discussions focused on enhancing stakeholder outreach and reminding municipal members of the need to continue their outreach efforts. She confirmed that all municipal members and stakeholders were present at the meetings.

Administrator Phelps further noted that the update must be prepared annually and presented at a governing body meeting. She explained that this process supports efforts to improve the Borough's Community Rating System classification. As a result, the Borough's rating has improved from Class 8 to Class 7, which provides residents with 10% savings and 15% on flood insurance, an increase of the previous.

7. Clerk's Report:

Acting Clerk Stephanie Kramer reminded residents that the General Election will be held on November 4. She noted that the ballot drop box at Borough Hall would open on September 19th at 8:30 a.m. The last day to register to vote is October 14th, and early voting will take place from October 25th through November 2nd.

Acting Clerk Kramer also announced that the townwide yard sale is scheduled for September 27th and 28th. Registration is available on the Borough website, with a deadline of September 24th at 3:00 p.m.

8. **Consent Agenda:** Mayor Tvrdik asked if anything needed to be pulled separately or had any questions on any of the Consent Agenda items.

Resolution #2025-245 - Payment of Bills:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilman William Deerin
SECONDER:	Councilman Richard Gallo
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-246 - Appointing Anthony Montagna as Building Subcode Official:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilman William Deerin
SECONDER:	Councilman Richard Gallo
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-247 - Appointments to Boards and Committees — Recreation:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilman William Deerin
SECONDER:	Councilman Richard Gallo
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-248 - Amending the Salary Resolution:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilman William Deerin
SECONDER:	Councilman Richard Gallo
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-249 - Certification of the Annual Audit:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilman William Deerin
SECONDER:	Councilman Richard Gallo
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-250 - Authorizing a Refund for Overpayment of 8 Arcana Ave:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilman William Deerin
SECONDER:	Councilman Richard Gallo
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-251- Approving the Corrective Action Plan Related to the 2024 Audit:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilman William Deerin
SECONDER:	Councilman Richard Gallo
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-252 - Amending the Personnel Policy to Update and Implement New Policies:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilman William Deerin
SECONDER:	Councilman Richard Gallo
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-253 - Appointments to Boards and Committees- Environmental:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilman William Deerin
SECONDER:	Councilman Richard Gallo
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-254 - Awarding a Contract for Vehicle Repair and Maintenance Services Between Allegiance Trucks LLC:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilman William Deerin
SECONDER:	Councilman Richard Gallo
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-255 - Declaring the Mega Parcel on the Former Fort Monmouth as a Non-Condemnation Area in Need of Redevelopment:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilman William Deerin
SECONDER:	Councilman Richard Gallo
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-256- Amending 2025 Budget for FMERA MOU Fire Hydrant Abandonment Project:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilman William Deerin
SECONDER:	Councilman Richard Gallo
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Resolution #2025-257 - Approving Cooperative Purchase Agreement with Monmouth County for Land Preservation Incentive Project:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilman William Deerin
SECONDER:	Councilman Richard Gallo
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

9. First Reading Ordinances:

Mayor Tvrdik reported that Ordinance #115, Amending the UCC Fees, had been read at the last meeting but required adjustments. The Ordinance was reintroduced at this meeting. Councilwoman Cooper requested the reintroduction of the Ordinance to amend certain fees and asked Acting Clerk Kramer to read the Ordinance by title only. Acting Clerk Kramer read: *An Ordinance Amending Chapter 170, Uniform Construction Code, Section 170-3.*

Councilwoman Cooper made a motion to approve the Ordinance on first reading and to hold the public hearing at the October 2, 2025, Council Meeting, with advertisement in accordance with law. The motion was seconded by Councilman Deerin.

Mayor Tvrdik then announced Ordinance #116, Adopting a Redevelopment Plan for the Mega Parcel. Councilwoman Cooper requested the introduction of this Ordinance and asked Acting Clerk Kramer to read it by title only. Acting Clerk Kramer read: *An 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.*

Councilwoman Cooper made a motion to approve the Ordinance on first reading and to hold the public hearing at the October 2, 2025, Council Meeting, with advertisement in accordance with law. The motion was seconded by Councilman Deerin.

Ordinance #1115 - Amending UCC Fees :

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilwoman Patricia Cooper
SECONDER:	Councilman William Deerin
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Ordinance #1116 - Adopting Redevelopment Plan for the Mega Parcel:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilwoman Patricia Cooper
SECONDER:	Councilman William Deerin
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None

ABSTAIN:	None
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10. Second Reading & Public Hearing Ordinances:

Councilwoman Cooper asked Acting Clerk Stephanie Kramer to read the affidavit of publication and the proposed Ordinance by title only. Acting Clerk Kramer stated that the notice was published in the *Two River Times* on September 11, 2025, in accordance with the law. She then read the title: *Ordinance Authorizing the Borough to Purchase Block 65, Lot 3.01 and Block 65, Lot 34 for Open Space Preservation Purposes.*

Mayor Tvrdek noted that this was the second reading and opened the floor to the public for comments on this ordinance. There were no comments. Councilman Gallo made a motion to close the public comment portion, which was seconded by Councilwoman Manna. Councilwoman Cooper then made a motion to adopt the Ordinance and advertise in accordance with the law. The motion was seconded by Councilman Gallo.

Mayor Tvrdek announced for the record that Councilman O'Brien arrived at 7:10 p.m.

Councilwoman Cooper asked Acting Clerk Kramer to read the affidavit of publication and Ordinance #1114 by title only. Acting Clerk Kramer stated that the notice was published in the *Two River Times* on September 11, 2025, in accordance with the law. She then read the title: *Ordinance Amending Chapter 72, Officers and Employees, Article 2, Personnel Policies, Section 72-6, Delineating Responsibility for the Enforcement of Personnel Policies, and Reading Section 72-7, Entitled Job Descriptions.*

Mayor Tvrdek noted that this was a second reading and opened the floor to the public for comment. There were none. Councilman Deerin made a motion to close the public comment portion, which was seconded by Councilman O'Brien. Councilwoman Cooper then made a motion to adopt the ordinance and advertise in accordance with the law. The motion was seconded by Councilman Deerin.

Ordinance #1113 - Open Space Acquisition:

RESULT:	ADOPTED (4 TO 0)
MOVER:	Councilwoman Patricia Cooper
SECONDER:	Councilman Richard Gallo
AYES:	Richard Gallo, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Ordinance #1114 - Creating Job Descriptions:

RESULT:	ADOPTED (5 TO 0)
MOVER:	Councilwoman Patricia Cooper
SECONDER:	Councilman William Deerin
AYES:	Richard Gallo, Michael O'Brien, Patricia Cooper, William Deerin, Kara Manna

NAYS:	None
ABSTAIN:	None

11. Council Standing Committee Reports:

Councilman Deerin - Parks & Recreation :

Councilman Deerin announced that Summer's End will be held on Saturday, September 27, beginning at 5:00 p.m., with fireworks to follow later in the evening. He stated that The Soulstirs would provide music entertainment, and a cornhole tournament will also take place. Councilman Deerin noted that the last Music in the Park event for the season will be held on Friday, September 26. He commented on the parks and thanked the Department of Public Works for their efforts in maintaining the facilities. Mayor Tvrdek inquired about the installation of the flagpole. Borough Administrator Donna Phelps stated that installation is scheduled for the beginning of October due to a required mark out. Mayor Tvrdek suggested that a temporary light might be considered until the permanent installation is completed.

Councilman Gallo - Public Works & Engineering: Councilman Gallo provided an update on the 2024 Road Program, noting that the project continues to move forward. He reported that sidewalks and curbs along Maple Avenue have been completed and that street paving will take place over the next 4–6 weeks.

Councilman Keeshen - Public Safety: Absent.

Councilman O'Brien - Finance & Administration : Councilman O'Brien directed a question to Borough Administrator Phelps regarding the MJPPi report and its discussion of high-density housing in relation to flooding concerns. Administrator Phelps responded that during both the MJPPi and NJ Coastal Coalition meetings, she has never heard density discussed as a topic. Mayor Tvrdek noted that the NJDEP's recent news release mentioned proposed changes to coastal flooding regulations, with an intent to adopt them by the end of the year. He explained that the NJDEP's website references low- and moderate-income housing projects as eligible for review under the Flood Hazard Area Control Act rules and the hardship exception process, which allows relaxation of certain standards when public safety is not jeopardized. Councilman O'Brien expressed concern that there is no state-level oversight group participating in this type of committee, particularly when such developments are occurring in and around Oceanport. He stated that this lack of oversight is not a good practice. Mayor Tvrdek added that none of these initiatives involve flood mitigation and that they are contributing to additional water resources being diverted onto non-permeable surfaces. Councilman O'Brien noted that this issue was outside of his area of responsibility but wanted his comments on the record. Mayor Tvrdek concluded by stating that this is why it is important to preserve and maintain open space.

Councilwoman Manna - Health & Human Services : Councilwoman Manna stated that the topics discussed in the Environmental and Water Watch meetings align with ongoing conversations regarding redevelopment. She noted that one additional element to consider is whether the sewer system is large enough to support the proposed development. She

mentioned that Dennis Galvin will provide a detailed update on current initiatives, including pump stations and a new line under the Shewsberry River to Raccoon Island. Councilwoman Mana thanked Richard Gruskos for his years of dedication to the Water Watch and Environmental Committee and welcomed new members Fred Filippone and Ron Sickler. She reported that water levels have remained mostly stable, with the exception of one, and said she will provide further updates after speaking with Dennis Galvin. Councilwoman Mana also thanked Public Works for maintaining clean and safe streets. She announced that the second annual Mayor's Ball would be held on October 3, 2025, at 7 p.m., the Shore Regional Open House will take place on Thursday, October 9, at 6 p.m., and Dr. English's first Superintendent Coffee House will be on October 28 at 6 p.m., with the subject focusing on the road to Middle States re-accreditation. She mentioned that Jessica Sargent was sworn in to fill a vacant seat on the Board of Education and continued updating the Council on Open School Night events, teacher contracts, and upcoming school year holidays.

Councilwoman Cooper - Planning & Development:

Councilwoman Cooper thanked the Department of Public Works for delivering cabinets to the First Aid Building. She reported that a new in-house training program has begun for EMS and this would help them out. She noted several upcoming community events: Oktoberfest will be held on October 4th at the Hook and Ladder, and the First Aid Squad will host a bingo night on September 20th. She also announced that the First Aid Squad, in conjunction with the celebration of the nation's 250th birthday, has produced a commemorative blanket featuring updated Oceanport landmarks. The blankets will be available for purchase. Councilwoman Cooper further reported that the Fire Department is actively engaged in its fundraising drives. With respect to the Planning Board, Councilwoman Cooper stated that she attended a meeting with residents of the Riverside section (400 block) where Netflix representatives addressed questions and concerns. She noted that Netflix will appear before the Planning Board on October 14. Mayor Tvrdik asked Acting Clerk Kramer if the plans were available on the Borough website. Ms. Kramer replied that they are currently available for review at Borough Hall and can be posted online at any time. The Mayor commented that it was beneficial to meet with residents who would be directly impacted, and that having approximately 30 days before the Board meeting allows residents time to review and prepare any questions.

12. Mayor Tvrdik's Report:

Mayor Tvrdik announced that Netflix will present their application on October 14th at 7 p.m. for Phase 2B, which is the 400 District. He also updated the Council on Monmouth Park and its future expansion plans, which include creating a youth sports mecca. The project aims to diversify beyond housing and keep the racetrack viable, including the completion of sidewalks. The Mayor addressed the speeding issue in town, noting that a resident suggested reducing the 40 MPH zone to 25 MPH. He reached out to Assemblywoman Vicki Flynn for assistance with the DOT to begin the process, explaining that the Borough would only need to pass an ordinance with two readings, and state approval is unnecessary unless state highways are affected. Borough Attorney Bayer will confirm the details. Mayor Tvrdik commented that Councilman Keeshan although absent today, has expressed

his support for the change as well. Councilman O'Brien stated that he believes the speed limit throughout town should generally be 25 MPH. Councilwoman Manna agreed, noting the number of children in Oceanport. Councilwoman Cooper also supported the reduction but voiced concern that it should extend to areas such as Wolf Hill, Port Au Peck, and Osprey Lane, where drivers tend to be impatient with school buses. Councilman Deerin suggested that establishing the area as a slow zone where drivers expect enforcement could improve compliance. Chief Grimes agreed to extend the proposed speed limit reduction to Eatontown Boulevard. Mayor Tvrdek asked Borough Attorney Andy Bayer to begin with Myrtle to Branchport, so the ordinance can be prepared for the October meeting, after which further extensions can be explored. They discussed focusing first on Borough-owned roads rather than State or County roads. Chief Grimes reported that the enforcement zones are going well and that, ideally, they will become unnecessary once awareness spreads. He noted that other towns have contacted him for guidance on implementing similar programs. Mayor Tvrdek shared that Bob Berg of the DPW as a result of the plantings donated by Oceanport resident Gary Hager, had shown him pictures of the progress at Charles Park, noting how beautiful the area is becoming. He also announced a blood drive on September 23rd at the Fort Gym from 12–5 p.m., benefiting RWJ Health Care patients. The Mayor mentioned that the 250th anniversary kickoff will take place at the Summer's End Festival, with a table celebrating the nation's anniversary. He also announced an upcoming "250 Committee" event—a recipe swap and pie contest—on Wednesday, the 22nd, from 12:30–2 p.m. at the Old Wharf House. The winning recipes will be featured in the *Oceanport 250 Cookbook*. Lastly, Mayor Tvrdek reported attending the RWJ Barnabas breakfast, where he learned about RWJ's services and the planned hospital expansion of Tinton Falls, including a cancer center and new mental health, outpatient services, and emergency room facilities. The Mayor closed by extending condolences to the Ferran family on the passing of Joan Ferrin.

13. Public Comments:

Mark Patterson stated that he was in support of the speed limit reduction and noted that along Branchport toward Monmouth Park Racetrack, drivers are treating the road like a two-lane instead of turning right as intended. The Mayor asked for clarification on the exact location, and Mr. Patterson explained that it is at Branchport and Port Au Peck, going east toward the racetrack, where drivers are passing straight through to get ahead of traffic by using the right lane. The Mayor stated that he would make Chief Grimes aware of the issue by sending an email.

Next, Roseanne Letson of Tinton Falls stated that the recent speaker event held about a week ago was a great success, drawing over 30 attendees and even impressing Tom Kavanaugh. She shared that TJ is working on a new program in conjunction with the 250th anniversary of the country and Monmouth County history. Ms. Letson announced that TJ has appeared on talk shows, in magazines, and in newspapers. She noted that the Historical Committee will not be represented at the Summer's End Festival but still has all the merchandise they created, which she described in detail along with pricing.

Letson announced that the next speaker will be Ken Magos, host of NJ PBS's *Drive By History*, who will present on October 9th at 7 p.m. His topic will be "Monmouth County Historical Markers: From Revolution to Radar." She also shared the remaining speakers scheduled for the year and their topics

and mentioned that TJ was listed in the *Guinness Book of World Records* for visiting the most presidential grave sites in the shortest amount of time.

Chief Grimes stated that a hiring notice had been posted for a patrolman position and encouraged anyone who knows qualified candidates to visit policeapp.com and search "Oceanport" for detail. He also announced that on Tuesday, between 8 a.m. and 4 p.m., there will be an active shooter drill at Maple Place School as part of the Central Monmouth Active Shooter Group.

There were no further comments. Councilman O'Brien motioned to close this portion of the meeting, and Councilman Deerin seconded.

14. Adjournment:

RESULT:	ADOPTED (5 TO 0)
MOVER:	Councilman Michael O'Brien
SECONDER:	Councilman William Deerin
AYES:	Richard Gallo, Michael O'Brien, Patricia Cooper, William Deerin, Kara Manna
NAYS:	None
ABSTAIN:	None

Respectfully submitted,

Stephanie Kramer
ACTING BOROUGH CLERK

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

**Resolution #2025-278
10/16/25**

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 **October 16, 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 #2025-278 approved by the Oceanport Borough Council at the Regular Meeting held October 16, 2025

STEPHANIE KRAMER
ACTING BOROUGH CLERK