



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:**

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

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

5. **PUBLIC COMMENT - Action Items Only:** Mayor Tvrdik opened the 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. OEM Coordinator 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. Little Silver BA Kevin 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 Tvrdik 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 Tvrdik 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)
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