



BOROUGH OF OCEANPORT

MAYOR & COUNCIL

MINUTES • OCTOBER 6, 2022

Workshop

Clement V. Sommers Municipal Building

7:00 PM

910 Oceanport Way, Oceanport, NJ 07757

- I. **Meeting Called to Order:** Mayor Coffey called the meeting to order at 7:02 PM
- II. **Statement of Compliance with Open Public Meetings Act:** This meeting complies with the Open Public Meetings Act by adequate and electronic notification on January 5, 2022 of this meeting and its location, date and time to the Asbury Park Press and Two River Times and by the posting of same on the municipal bulletin board and Borough's Web Site.
- III. **Flag Salute:** Mayor Coffey led attendees and the members of Council in the flag salute.
- IV. **Roll Call:**

Attendee Name	Title	Status
Jay Coffey	Mayor	Present
William Deerin	Councilman	Remote
Richard Gallo	Councilman	Present
Bryan Keeshen	Councilman	Present
Michael O'Brien	Councilman	Present
Thomas Tvrdik	Councilman	Present
Meghan Walker	Councilwoman	Present
Jeanne Smith	Borough Clerk	Present
Scott Arnette	Board Attorney	Present
Donna M. Phelps	Administrator	Present
Catherine D. LaPorta	Chief Financial Officer	Present

V. **Resolutions:**

#2022-201 Resolution authorizing payment of BILL LIST 10-06-2022

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

#2022-202 Resolution acknowledging retirement of Cristi Milone

RESULT: ADOPTED [UNANIMOUS]
MOVER: Meghan Walker, Councilwoman
SECONDER: Richard Gallo, Councilman
AYES: Deerin, Gallo, Keeshen, O'Brien, Tvrdik, Walker

#2022-203 Resolution accepting resignation of Janice Swaggerty

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

#2022-204 Resolution appointing an Administrative Assistant for the Court Office

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

VI. Administrator's Report: Ms. Phelps reported on items including the re-opening of the Old Wharf House, successful ribbon cutting ceremony, sincere thanks to Public Works for their tremendous efforts to get the building back in shape for the seniors, thanked Councilman Tvrdik for providing lunch to the seniors and other guests, thanked Oceanport Garden Club for the beautiful arrangements. Ms. Phelps then brought up discussion on the resuming of renting the building as in the past and sought input concerning the rental fees and whether to increase. Mayor Coffey commented that the building was primo and the fees had not been increased in some time and should be looked. Ms. Smith commented that the fees should be increased and it should be considered to increase the damage/cleaning deposit. There was discussion on the existing fees which are a flat fee regardless of number of hours; suggestion was to move to an hourly rate that will accommodate expenses such as cleanings. Ms. Smith commented that if it does move to an hourly rate, something to consider was monitoring to inspect conditions after each user. Ms. Phelps will put some things together. Ms. Phelps advised that she held a Summer's End follow up meeting with department heads to discuss areas for improvement for next year's event. Councilman Tvrdik commented that he had been out to the park the next morning and helped clean up and suggested some type of notice be given about cleaning up after the event. She continues to work with Public Works on training and compliance items including a spill control plan required by EPA which is nearly complete, requested Council members to please let her know if they had watched the mandatory stormwater video or if they needed the link resent; congratulated DPW members Juan Merino, John Carroll and Mike Natale for completing DEP leaf compost training certification; thanked John Carroll for the great job on repairing the water leak at Blackberry Bay. OEM will be holding a 10th Anniversary of Superstorm Sandy with an Open House at the EEOC on Oct. 29th; advised of an NJDEP announcement on changes to the Green Acres Program, formal grant guidance is forthcoming; next funding deadline is February 2023, she will keep everyone apprised. Ms. Phelps concluded by thanking Cristi Milone for her nearly 28 years of service to Oceanport and congratulated her on her retirement.

VII. Clerk's Report: Ms. Smith reviewed the regular meeting items with no questions or comments and items moved forward.

Regular Meeting Items:

1. Resolution authorizing purchase of 1 vehicle for Police Dept through State Contract
2. Resolution awarding contract to Colliers Engineering - GIS Roadway Layer
3. Resolution awarding contract to Sanitation Equipment Corp for 2022 equipment services
4. Resolution authorizing competitive contracting for 2023 services
5. Receipt & Acceptance of Minutes, Historical Committee, 06/09/2022
6. Receipt & Acceptance of Minutes, Historical Committee, 07/07/2022
7. Receipt & Acceptance of Minutes, Historical Committee, 08/11/2022
8. Receipt & Acceptance of Minutes, Parks & Recreation Committee, 08/17/2022
9. Mayor & Council - Workshop - Jul 26, 2022 7:00 PM
10. Mayor & Council - Workshop - Aug 18, 2022 7:00 PM
11. Mayor & Council - Workshop - Sep 1, 2022 7:00 PM
12. Mayor & Council - Regular Meeting - Sep 15, 2022 7:00 PM

VIII. Discussion Items:

1. Tidal Check Valve Installation Project. Ms. Smith advised that Mr. White has provided a summary of the bid results for the project. Ms. Phelps added that the project would be funded by the American Rescue Act with the lowest bid coming in under the amount funded and would be ready for the next meeting. Project will be for the installation of 11 check valves.
2. Special Events Ordinance - fees and volunteer services. Ms. Smith discussed expanding the ordinance to provide for an escrow account for the use of volunteer services on standby during events. This would eliminate breakdowns in non-billing and non-payment for emergency services when the Clerk's Office is unaware that services have been requested. She also discussed the current rate of \$50/hr with a minimum of \$200 for services that usually require 2 EMTs to be on standby. Discussion ensued on whether the rate needed to be changed, billing is done by the Borough and should be paid through the Borough then distribution to the volunteer organization. Councilman Tvrdik commented that it should be looked into especially the rates. Councilman O'Brien commented that he thought it could be put on but thinks the rates were fine just need to determine the mechanics. Also discussed was the lack of an administrative fee for the application's processing such as the NJ Marathon which takes a lot of work while other events such as block parties are minimal. Mayor Coffey added that they do need to be cognizant of the different types of events and that the fee should be based on the amount of work the Borough has to put into it. After further discussion it was decided that

the structure of an ordinance be built for further review by Council to address the variety of event types – especially with the increase in requests to use Borough facilities. Mayor Coffey laughingly commented that a recent survey showed Oceanport as 5th snobbiest in the State., Rumson being the 1st. Ms. Smith will draft ordinance language with input from the CFO and Borough Attorney.

3. Facility Use Ordinance - fees for Old Wharf House rentals; submission periods for field requests. Mayor Coffey led discussion on changes needed to address the scheduling for the Borough's fields, software for tracking, submission and cutoff periods, the anticipated increase in use of the new turf fields; commitment to keep availability for the Borough recreation programs, no longer a policy of first come first serve, expanding for online payments, tennis court reservations, consideration to implement a user fee for costs to repair facilities such as tennis courts and non-resident users. Revisit internally near end of year, early next year before spring sessions.
4. Noise Ordinance - Construction on Sundays. Ms. Smith advised of a complaint received that construction was going on on a Sunday by a developer and the question arose whether the ordinance permitted for non-residential construction on Sundays (no) or if additional language needed to be added. Discussion ensued briefly with the Borough Attorney ultimately advising that the ordinance language was sufficient to enforce.

IX. Mayor's Report: Mayor Coffey thanked resident Dan Smith for calling in the flood at Blackberry Bay Park and DPW was able to get to it within the hour and resolve within 72 hours; congratulated Cristi Milone on her retirement; gave details for the ribbon cutting ceremony upcoming at Wolf Hill School as an open house for public to see completed improvements to date. Mayor Coffey advised contact from a resident requesting sidewalks for S. Pemberton Ave be included in the 2023 program, discussed with Councilman Gallo that the roadway could accommodate without removing any front yard areas, potentially narrow the roadway to avoid the need to remove large trees as suggested by the Borough Engineer. Councilman Tvrdik added that Ms. Phelps was going to look into Safe Routes to school grant program for available funding. Mayor Coffey next discussed the Construction Official's request to bring on additional inspectors to meet the demand for development inspections ongoing at the Fort properties, costs to be born by UCC fees and not at the expense of the Borough; will also aid in scheduling for school's improvements and residents. Mayor Coffey commented that the luncheon with the Seniors for the re-opening of the Old Wharf House was great and enjoyed seeing the long-time members of the club.

X. Petitions from the Public: Mayor Coffey opened the meeting to petitions from the public. Mark Patterson, 40 Itaska Place, echoed Mayor Coffey's comments, and welcomed everyone, all ages, to the ribbon cutting ceremony. Mr. Patterson also thanked the Council for their efforts in assisting with getting the school's inspections done timely.

Patty Cooper, 24 Osprey Lane, commented that she was last there for approval of the Ukraine flag strips along Main Street and would be removing them and thanked them again. Ms. Cooper also appeared on behalf of the First Aid Squad concerning their fundraising efforts and some of the challenges experienced which led to a new fundraiser – Bingo which has been successful and they are looking to continue with the events and further advertise. She requested Council to authorize the placement of approximately 12 signs around the Borough such as roadways/land promoting Bingo night. Signs would only be out temporarily on the Monday before the Saturday night Bingo and taken down by the Monday after. Discussion ensued with Council ultimately in favor of granting the request with no objections. A resolution granting an exception from the prohibition to place signs on Borough property will be drafted and added to the regular meeting for action.

As no one else from the public appeared, Mayor Coffey closed that portion of the meeting.

XI. Adjournment: As there was no further business, the meeting was adjourned at 8:04 PM on a motion by Councilman O'Brien, seconded by Councilwoman Walker and approved by Council.

Respectfully submitted,

Jeanne Smith
BOROUGH CLERK