



BOROUGH OF OCEANPORT MAYOR & COUNCIL

WORKSHOP • AGENDA

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

MARCH 6, 2025 at 7:00 PM

1. **Meeting Called to Order**
2. **Statement of Compliance with Open Public Meetings Act** This meeting complies with the Open Public Meetings Act by adequate and electronic notification on January 5, 2025 of this meeting and its location, date and time to the Asbury Park Press and Two River Times and by the posting of same on the municipal bulletin board and Borough's Web Site.
3. **Flag Salute, Statement to the Public:** Often times it may appear that the Mayor & Council take action with very little comment and in many cases by unanimous vote. Many items are of routine business that are placed on a Consent Agenda as they do not require additional discussion. Items not of a routine nature are first listed for discussion at a Workshop meeting prior to being listed for action at a Regular Meeting. Where appropriate, items are referred to a Council Committee for further study and investigation before being returned with a recommendation for the full Council to consider. The members of the Borough Council work via committees along with the Mayor, Borough Clerk and Administration to assure that the members fully understand the matter. There are occasions where matters are presented to the Mayor & Council for discussion and action at the same meeting when of a timely nature.
4. **Roll Call**
5. **Public Comment - Action Items Only**
6. **Administrator's Report**
7. **Clerk's Report**
8. **Second Reading & Public Hearing Ordinance**
Ordinance #1105 - Setting Salary Ranges for Various Positions
9. **Consent Agenda**
 - 9.1. Resolution #2025-88 - Authorizing Payment of Bill List for March 6, 2025
Bill List - March 6, 2025
 - 9.2. Resolution #2025-89 - Authorizing the Award of a Proposal to Kyle & McManus Associates to Prepare the Borough's Fourth Round Housing Plan Element and Fair Share Plan
Kyle & McManus Proposal
 - 9.3. Resolution #2025-90 - Authorizing an Emergency Temporary Appropriation
 - 9.4. Resolution #2025-91 - Awarding Contract for Professional Services to Colliers Engineering & Design for Preparation of Bid Specification and Bid Services for Switching Borough Hall, DPW and Police Buildings to the New JCP&L System
Colliers Engineering Proposal

- 9.5. Resolution #2025-92 - Approving Certified Lists for the Length of Service Award Program (LOSAP) for CY 2024
- 9.6. Resolution #2025-93 - Affirming Differential HSA Contribution to Walter O'Neill
- 9.7. Resolution #2025-94 - Authorizing 2025 Annual Letter to the NJDOT for Monmouth Park Heliport Location
- 9.8. Resolution #2025-95 - Authorizing Redemption of Tax Sale Certificate #24-00014 for Block 137 Lot 13 known as 23 Pemberton Avenue
- 9.9. Resolution #2025-96 - Authorizing Redemption of Tax Sale Certificate #21-00001 for Block 2 Lot 26 known as 6 Maple Place

10. **Ordinance - Introduction and First Reading**

Ordinance #1106 - Replacing Chapter 371, "Trees" in its entirety as per the Borough's NJDEP Tier One Municipal Stormwater General Permit

11. **Discussion Item**

Bids received in accordance with garbage/recycling contract renewal

12. **Mayor Tvrdik's Report**

13. **Public Comments**

14. **Adjournment**

ORDINANCE #1105

AN ORDINANCE OF THE BOROUGH OF OCEANPORT, COUNTY OF MONMOUTH, STATE OF NEW JERSEY SETTING FORTH AND AMENDING THE SALARY RANGES OF CERTAIN BOROUGH OFFICERS AND BOROUGH EMPLOYEES PASSED AND APPROVED MARCH 16, 1939 AND LAST REVISED AND APPROVED ON DECEMBER 17, 2024.

WHEREAS, pursuant to N.J.S.A. 40A:9-165, the Borough Council shall set forth the salaries, wages or compensation of the officers and employees of the Borough of Oceanport, who, by law, are entitled to salaries, wages or compensation, subject to any respective collective bargaining agreement applicable to such positions;

WHEREAS, the Borough has entered new shared services agreements that will take on providing services for other municipalities and adjustments are needed to accommodate staff appropriately; and

WHEREAS, the Mayor and Borough Administrator have recommended amendments to the salary ranges for certain positions having new contracts and particularly those engaged in new shared services with other municipalities,

NOW THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Oceanport, in the County of Monmouth, State of New Jersey that the ordinance entitled "An Ordinance to Fix and Determine the Salaries of Certain Borough Officials" passed and approved on March 16, 1939, as last revised and passed on December 17, 2024 is hereby amended to provide and confirm the following official employment designations and the range of compensation of each as follows:

NOTE: All additions are shown in **bold underline**. All deletions are shown in **~~bold strikeout~~**. All other sections shall remain unchanged.

SECTION 1. Administration & Finance

Borough Administrator	\$	70,000.	-	150,000
Deputy Borough Administrator	\$	30,000.	-	50,000.
Deputy Borough Clerk	\$	36,000.	-	70,000.
<u>Part Time Deputy Borough Administrator</u>	<u>\$</u>	<u>20/hr.</u>		<u>60/hr.</u>

SECTION 2. Statutory Employees (N.J.S.A. 40A:9-165)

Chief Financial Officer/Qualified Purchasing Agent	\$	50,000.	-	140,000
Tax Assessor	\$	5,000.	-	70,000.
Tax Collector	\$	10,000.	-	80,000.
Borough Clerk	\$	50,000.	-	110,000.
Part Time Borough Clerk	\$	20/hr.	-	60/hr.

SECTION 3. Department of Public Works

Superintendent	\$	10,000.	-	110,000.
Public Works Manager	\$	25,000.	-	60,000.
Foreman	\$	50,000.	-	80,000.
Assistant Foreman	\$	40,000.	-	70,000.
Senior Laborer	\$	40,000.	-	70,000.
Repair Mechanic	\$	35,000.	-	70,000.
Worker	\$	40,000.	-	60,000.
Labor 2	\$	35,000.	-	55,000.
Labor 1	\$	30,000.	-	50,000.
Street Sweeper/Sewer Jet Operator	\$	15.	-	35./hr.
Labor	\$	15.	-	35./hr.

SECTION 4. Municipal Court

Municipal Court Judge	\$	15,000.	-	25,000.
Court Administrator	\$	30,000.	-	125,000.
Deputy Court Administrator	\$	30,000.	-	80,000.
Deputy Court Administrator	\$	50.	-	125. per call
Municipal Prosecutor	\$	10,000.	-	20,000.
Public Defender	\$	100.	-	200. per defendant
Court Violations Clerk	\$	18./hr.	-	35./hr.
Court Violations Clerk	\$	45,000.	-	65,000.

SECTION 5. Recreation & Education

Recreation Coordinator	\$	15,000.	-	75,000.
Field Use Coordinator	\$	2,500.	-	7,500.
Action Camp Director	\$	2,000.	-	5,000.
Recreation Aides & Assistants	\$	14.	-	20.00/hr
Library Aide	\$	14.	-	20.00/hr

SECTION 6. Planning & Development

Planning Board Secretary	\$	10,000.	-	30,000.
Planning Board Secretary - Hourly	\$	15.	-	30./hr
Construction Official	\$	15,000.	-	150,000.
<u>Assistant Construction Official</u>	\$	10,000.	-	35,000.
Building Sub Code Official	\$	10,000	-	75,000.
Plumbing Sub Code Official	\$	10,000	-	75,000.
Electrical Sub Code Official	\$	10,000	-	75,000.
Fire Sub Code Official	\$	10,000	-	75,000.
UCC Inspectors (Building, Fire, Electrical, Plumbing)	\$	30.	-	60./hr.
Housing Inspector	\$	4,000.	-	15,000.
Code Enforcement Officer	\$	2,000.	-	25,000.
Control Person/T.A.C.O.	\$	8,000.	-	95,000.
Engineer	\$	65,000.	-	125,000.
Zoning Officer	\$	5,000.	-	25,000.
Assistant Zoning Officer	\$	5,000.	-	15,000.

SECTION 7. Board of Health

Registrar	\$	1,000.	-	5,000.
Deputy Registrar	\$	0.	-	1,000.
Secretary	\$	400.	-	1,000.

SECTION 8. Emergency Management

Emergency Management Coordinator	\$	3,000.	-	10,000.
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SECTION 9. Clerical

Administrative Assistant/Clerk	\$	10,000.	-	65,000.
Part Time Administrative Assistant	\$	15.00/hr.	-	30.00/hr.

SECTION 10. Police Department

Chief	\$	110,000.	-	190,000.
Captain	\$	120,000.	-	150,000.
Lieutenant	\$	117,000.	-	145,000.
Sergeants	\$	114,000.	-	140,000.
Detective	\$	Stipend		250./mo.
Patrol XII	\$	107,000.	-	130,000.
Patrol XI	\$	99,000.	-	115,000.
Patrol X	\$	94,000.	-	110,000.
Patrol IX	\$	88,000	-	130,000.
Patrol VIIIA	\$	97,000.	-	115,000.
Patrol VIII	\$	82,000.	-	105,000.
Patrol VII	\$	76,000.	-	95,000.
Patrol VI	\$	70,000.	-	85,000.
Patrol V	\$	64,000.	-	78,000.
Patrol IV	\$	58,000.	-	70,000.
Patrol III	\$	50,960.	-	60,000.
Patrol II	\$	46,000.	-	54,000.

Patrol I	\$	40,000.	-	50,000.
Records Clerk	\$	30,000.	-	65,000.
School Crossing Guards	\$	6,500.	-	12,000.
School Crossing Guards Daily Rate	\$	48.00	-	54.00
School Crossing Guard ½ Day Rate	\$	24.00	-	27.00
Class III Special Officer	\$	25.00	-	45.00
Class II Special Officer	\$	15.	-	30./hr.
Class I Special Officer	\$	15.	-	30./hr.

SECTION 11. Casual Labor

Casual Labor	\$	15.	-	30./hr.
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SECTION 12. Fire Prevention Bureau

Fire Official	\$	20,000.		35,000.
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SECTION 13. Elected Officials

Mayor	\$			1,500.00
Councilperson	\$			1,500.00

SECTION 14. Additional compensation by way of overtime, sick days, personal days, insurance benefits for full-time employees not covered in collective bargaining agreements are fully set forth in the Personnel Handbook and amendments thereto previously adopted by the Borough Council are hereby incorporated in this Ordinance.

SECTION 15. This Ordinance shall supersede and replace all prior Salary Ordinances and Amendments thereto. Upon the effective date of this Ordinance, any and all prior Salary Ordinances and Amendments thereto and all salaries and compensation authorized therein shall have no further effect. The within Ordinance represents the salaries and compensation to be received by all current, existing employees and offices or those anticipated to be filled in the near future. In the event that an existing office or position is currently vacant, and a salary or compensation is not set forth in this Ordinance, this Salary Ordinance shall be amended to create a salary and/or salary range for such position or office prior to said position or office being filled.

SECTION 16. If any portion of this ordinance is in conflict with any portion of a collective bargaining agreement, then the collective bargaining agreement shall take precedence.

SECTION 17. This amending ordinance shall become effective upon due passage and publication according to law.

APPROVED ON FIRST READING

DATED: February 20, 2025

STEPHANIE KRAMER

Deputy Clerk of the Borough of Oceanport

ADOPTED ON SECOND READING

DATED:

STEPHANIE KRAMER

Deputy Clerk of the Borough of Oceanport

APPROVAL BY THE MAYOR ON THIS _____ DAY OF _____.

THOMAS J. TVRDIK

Mayor

**BOROUGH OF OCEANPORT
BILL LIST**

6-Mar-25

PAYEE	AMOUNT
PAYROLL ACCOUNT	\$188,686.82 PR #5
MANUAL CHECKS	
US BANK OPERATIONS CENTER - DEBT SERVICE	\$199.95
GRANT FUND	\$98.36
CAPITAL TRUST TOTAL	\$0.00
DOG REGISTRY TOTAL	\$0.00
OPEN SPACE TRUST TOTAL	\$66,246.06
SUI	\$0.00
UCC TRUST	\$6,159.62
TRUST OTHER TOTAL	\$0.00
ESCROW TRUST TOTAL	\$2,870.00
NON BUDGETARY	\$1,252,019.57
2024 VOUCHERS PAID THIS MEETING	\$21,970.99
2025 VOUCHERS PAID THIS MEETING	\$1,035,113.83
TOTAL	\$2,573,365.20

I CERTIFY THAT THE ABOVE ITEMS ARE TRUE AND CORRECT AS PRESENTED

DONNA M. PHILIPS

List of Bills - (All Funds)

Vendor	Description	Payment	Check Total
Current Fund			
1023 - ATLANTIC PRINTING&GRAPHICS LLC	PO 19354 FEB/MAR BULLETIN	1,495.00	1,495.00
1029 - BEATRIZ C CRANEY	PO 18920 INTERPRETING SERVICES - JAN 2025	140.00	
	PO 19052 INTERPRETING SERVICES - JANUARY 2025	210.00	350.00
2045 - BIRDS BEWARE, INC	PO 19257 GEESE SERVICES FEBRUARY 2025	481.27	
	PO 19258 BLANKET 19153 DRAWDOWN FOR GEESE SERVICE	481.27	962.54
1047 - CENTRAL JERSEY HEALTH INSURANC	PO 19347 HEALTH / DENTAL INSURANCE - MAR 2025	89,311.32	
	PO 19348 HEALTH / DENTAL INSURANCE - JAN 2025	90,879.32	180,190.64
1054 - CITY OF LONG BRANCH	PO 19130 FIRE FIGHTERS 1/18/25	615.52	615.52
1056 - COAST CITIES EQUIPMENT, INC	PO 19205 REPAIRS AND SERVICE #134F "BIG BLUE"	727.86	727.86
1837 - COASTAL REFRIGERATION CORP	PO 19204 2ND SERVICE- CONTRACT FULFILLED	1,749.00	1,749.00
2102 - DCH FORD OF EATONTOWN	PO 19144 Service Unit 4	80.28	
	PO 19145 Service Unit 12	80.28	
	PO 19151 Service Unit 3	321.28	
	PO 19201 Repairs to Unit 7	1,242.69	
	PO 19202 BLANKET 18960 DRAWDOWN FOR REPAIRS AND S	318.26	2,042.79
1081 - DRAGER SAFETY DIAGNOSTICS INC	PO 18437 ALCOTEST SUPPLIES	400.00	400.00
1767 - EVERON, LLC (90-0008456)	PO 19305 FIRE MONITORING - 02/28/25-03/29/25	68.13	68.13
1927 - EXTRA SPACE STORAGE	PO 19206 RECORDS STORAGE - FEB 2025 - JAN 2026	2,703.96	2,703.96
1778 - FRANK LIPPOLIS	PO 19267 REIMBURSE - FIRE EXPENSE	85.00	85.00
1116 - GANNETT NEW YORK/NEW JERSEY LOCALiQ	PO 18842 Display Notice - Townwide Yard Sale	61.68	
	PO 19289 NOTICE OF INTRODUCTION ORDINANCE #1104	61.40	
	PO 19311 NOTICE TO BIDDERS - ASBESTOS ABATEMENT &	98.36	221.44
1128 - GOODYEAR AUTO SERVICE CENTER	PO 19259 Blanket drawdown - replace rim on Unit 1	812.35	812.35
1134 - GREGORY LAURETTA	PO 19281 Reimbursement Fed Ex Drug Test	49.93	49.93
1649 - INTRON TECHNOLOGY, LLC	PO 19044 IT MANAGED SERVICES- PD JANUARY	2,138.25	
	PO 19045 IT Services - January	4,028.50	
	PO 19051 EQUIPMENT SERVICE	900.00	
	PO 19285 CISCO ANALOG CONVERTER FOR COURT FAX	175.00	
	PO 19308 MONTHLY MANAGED PHONE SERVICES	1,504.18	
	PO 19312 DOMAIN RENEWAL 1 YEAR	15.00	8,760.93
1685 - JANITOR SUPPLY CORP	PO 19149 SUPPLIES FOR BOROUGH BUILDINGS	951.87	951.87
1153 - JERSEY CENTRAL POWER & LIGHT	PO 19287 200-000-957-015 -01/02/2025-01/29/2025	638.70	
	PO 19288 200-000-956-009 - 1/2/25-1/30/25	571.36	1,210.06
1480 - JOHN GUIRE SUPPLY	PO 19156 SUPPLIES/REPAIRS	95.99	95.99
1499 - KEVIN E KENNEDY, ESQ	PO 19357 PB - MEETING FILE JAN	500.00	
	PO 19358 PB Legal - General Services	1,365.00	1,865.00
2032 - KEVIN MORIARTY	PO 19194 PUBLIC DEFENDER	200.00	200.00
1182 - LAURA McCRAE	PO 19331 BULLETIN - FEB 2025,MAR 2025,APR 2025	475.00	475.00
1814 - LEAF	PO 19323 COPIERS 3/14/25	538.21	538.21
1220 - MONMOUTH COUNTY PUBLIC WORKS	PO 19256 SALT	510.00	
	PO 19261 SALT	2,952.50	3,462.50
1678 - MOTOROLA WIRELESS	PO 18370 RADIO - NEW TRUCK	2,178.57	2,178.57
1245 - NJ AMERICAN WATER CO	PO 19290 BLACKBERRY BAY - 1/14/25-2/11/25	127.26	
	PO 19291 OLD WHARF #1 - 1/14/25-2/11/25	181.38	
	PO 19292 LIBRARY - 1/14/25-2/11/25	32.75	
	PO 19293 OLD WHARF - 1/14/25-2/11/25	56.61	
	PO 19294 FIRE - 1/14/25-2/11/25	277.40	
	PO 19295 PORT AU PECK FIRE HOUSE - 1/14/25-2/11/2	201.56	
	PO 19296 MUNICIPAL COMPLEX #2 - 1/14/25-2/11/25	252.03	
	PO 19297 380 PORT AU PECK 2 - 01/14/25-02/11/25	22.65	1,151.64
1245 - NJ AMERICAN WATER CO	PO 19298 OLD WHARF #2- 01/14/25-02/11/25	22.65	
	PO 19299 CHARLES PARK - 01/14/25-02/11/25	22.65	45.30
1245 - NJ AMERICAN WATER CO	PO 19300 24 PORT AU PECK - 01/14/25-02/11/25	181.38	
	PO 19302 MUNICIPAL COMPLEX #1 - 01/14/25-02/11/25	423.59	604.97
1251 - NJ NATURAL GAS CO	PO 19353 LIBRARY - 1/14/25-2/13/25	447.77	447.77
1261 - OCEANPORT BOARD OF EDUCATION	PO 19349 MARCH 2025 TAX REMITTANCE & DEBT SERVICE	945,612.08	945,612.08
1520 - PASHMAN STEIN WALDER HAYDEN, PC	PO 19341 AFFORDABLE HOUSING - OCTOBER 2024	418.00	
	PO 19342 GENERAL LEGAL - OCTOBER 2024	4,769.00	
	PO 19343 GENERAL LEGAL - JANUARY 2025	6,129.50	
	PO 19355 AFFORDABLE HOUSING - JANUARY 2025	1,787.50	13,104.00

List of Bills - (All Funds)

Vendor	Description	Payment	Check	Total
1279 - PL CUSTOM BODY & EQUIPMENT INC	PO 19058 ADDITIONAL DIAGNOSIS - 38-57	140.00		140.00
1280 - POLICE/FIREMEN RETIREMENT SYS	PO 19364 PFRS PAYMENT 2025	624,146.00		624,146.00
1281 - PORT AU PECK CHEMICAL HOSE	PO 18992 ELECTION POLLING LOCATION RENTAL	400.00		400.00
1938 - PRIMEPOINT, LLC	PO 19344 PAYROLL SERVICES- 1/31/25-2/28/25	1,129.45		1,129.45
1288 - PUBLIC EMPLOYEES RETIREMENT	PO 19351 PERS PAYMENT 2025	139,532.00		139,532.00
1879 - RESERVE ACCOUNT - POSTAGE METER	PO 19313 POSTAGE REFILL	1,000.00		1,000.00
1528 - RUTGERS UNIVERSITY	PO 19176 NJ COMPOST OPERATOR CERTIFICATION COURSE	570.00		570.00
1313 - SAKER SHOPRITE INC	PO 18625 cookie platter	71.96		
	PO 18751 HOLIDAY SUPPLIES	53.76		125.72
1315 - SEABOARD WELDING SUPPLY, INC.	PO 18937 WELDING APRON + SPAT	70.00		70.00
1320 - SHORE BUSINESS SOLUTIONS,INC	PO 19192 SD PRO SCANNER NET-01 CONTRACT -COURT	431.00		431.00
1323 - SHORE REGIONAL HIGH SCHOOL	PO 19350 MARCH 2025 TAX	306,407.49		306,407.49
1325 - SHREWSBURY AUTO PARTS	PO 19215 SUPPLIES	533.62		533.62
1500 - SHUPPER-BRICKLE EQUIPMENT CO	PO 19152 ANNUAL OSHA INSPECTION OF 2 HOISTS AT DP	811.00		811.00
1326 - SIPS PAINT & HARDWARE	PO 19147 PAINT SUPPLIES- PD CHIEF AND DET OFFICES	274.53		
	PO 19203 BLANKET 18971 DRAWDOWN FOR SUPPLIES-DONN	68.99		343.52
1330 - STATE OF NEW JERSEY	PO 19319 FEB 2025 UNEMPLOYMENT	607.25		607.25
1335 - STORR TRACTOR COMPANY, INC	PO 18744 LEAF BLOW ATTACHMENT	2,631.20		2,631.20
2258 - TARDIO PLUMBING. LLC	PO 19028 REPLACE PRESSURE REDUCING VALVE IN PUMP	2,500.00		2,500.00
1344 - TD BANK WEALTH MANAGEMENT	PO 19340 MCIA 2022A DEBT SERVICE	49,386.85		49,386.85
1348 - THE HOME DEPOT	PO 19322 BLANKET 18972 DRAWDOWN FOR SUPPLIES	640.92		640.92
1580 - THE TWO RIVER TIMES	PO 19346 NOTICE AD #24342	10.85		10.85
1383 - V&B AUTO REPAIR LLC	PO 18443 Repairs to Unit 2 & Dailys for October	1,990.76		
	PO 18524 Service to Unit 1	133.95		
	PO 18884 NEW BATTERY	231.90		
	PO 19023 Repairs to Unit 4 & Daily Inspections	673.50		3,030.11
1384 - V.E. RALPH, INC	PO 19126 SUPPLY ORDER	300.26		300.26
1387 - VERIZON	PO 19280 910 OCEANPORT WAY INTERNET - 2/15/25-3/9	149.00		
	PO 19306 OLD WHARF HOUSE FIRE MONITORING - 02/07/	118.54		
	PO 19307 910 OCEANPORT WAY FIRE MONITORING -02/11	177.95		445.49
1392 - W.B. MASON CO, INC	PO 18998 SUPPLIES - ADMIN, BLDG, CLERK, DPW, FINA	831.97		831.97
OPEN SPACE TRUST				
2045 - BIRDS BEWARE, INC	PO 19257 GEESE SERVICES FEBRUARY 2025	868.73		
	PO 19258 BLANKET 19153 DRAWDOWN FOR GEESE SERVICE	868.73		1,737.46
1153 - JERSEY CENTRAL POWER & LIGHT	PO 19356 280 PORT AU PECK - FEB 2025	331.37		331.37
2115 - SUNBELT RENTALS	PO 18624 EQUIPMENT RENTAL - MARIA GATTA	842.44		
	PO 18794 LIGHTS - MARIA GATTA	842.44		1,684.88
1344 - TD BANK WEALTH MANAGEMENT	PO 19340 MCIA 2022A DEBT SERVICE	62,492.35		62,492.35
UCC Trust				
1361 - TREASURER: STATE OF NJ	PO 19127 STATE TRAINING FEE - 2ND QTR 2024	6,134.00		6,134.00
1392 - W.B. MASON CO, INC	PO 18998 SUPPLIES - ADMIN, BLDG, CLERK, DPW, FINA	25.62		25.62
DEVELOPERS ESCROW TRUST				
1807 - COLLIERS ENGINEERING & DESIGN	PO 19269 PB Engineering- JCPL OCEANPORT WAY SUB	1,235.00		1,235.00
1499 - KEVIN E KENNEDY, ESQ	PO 19266 PB Legal - 293 PORT AU PECK	75.00		
	PO 19360 PB Legal - 293 PORT AU PECK	300.00		
	PO 19361 PB Legal- BACCI	375.00		
	PO 19362 PB Legal - FMBC	525.00		
	PO 19363 PB Legal - JCP&L	360.00		1,635.00
TOTAL				2,384,478.43

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-101-01-000-011	CASH OPERATING			0.00	2,309,104.39
01-201-20-100-200	ADMINISTRATIVE & EXECUTIVE OE	1,613.73			
01-201-20-120-200	MUNICIPAL CLERK OE	11,974.73			
01-201-20-130-200	FINANCIAL ADMINISTRATION OE	1,010.25			

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-201-20-145-200	COLLECTION OF TAXES OE	37.56			
01-201-20-155-200	LEGAL SERVICES OE	1,787.50			
01-201-21-180-200	PLANNING BOARD OE	1,865.00			
01-201-23-210-200-1	GENERAL LIABILITY	607.25			
01-201-23-210-202	HEALTH	170,440.44			
01-201-23-210-203	DENTAL	9,750.20			
01-201-25-240-200	POLICE OE	3,791.14			
01-201-25-252-200	EMERGENCY MANAGEMENT OE	231.90			
01-201-25-260-200	FIRST AID ORGANIZATION OE	440.26			
01-201-25-265-200	FIRE DEPARTMENT OE	700.52			
01-201-26-300-200	STREETS & ROADS OTHER EXPENSES	570.00			
01-201-26-300-271	REPAIRS	1,046.12			
01-201-26-300-282	SALT & SAND	3,462.50			
01-201-26-310-200	PUBLIC BUILDINGS & GROUNDS OE	2,898.85			
01-201-26-310-252	REPAIRS & EQUIPMENT	3,449.13			
01-201-28-371-200	PARKS AND PLAYGROUNDS OE	16.49			
01-201-31-430-201	ELECTRICITY	1,951.21			
01-201-31-430-203	TELEPHONE/INTERNET	840.64			
01-201-31-430-204	WATER/SEWER	1,801.91			
01-201-31-430-205	NATURAL GAS	447.77			
01-201-31-430-207	STREET LIGHTING	367.88			
01-201-36-471-200	P.E.R.S. OE	139,532.00			
01-201-36-475-200	P & F RETIREMENT SYSTEM OE	624,146.00			
01-201-43-490-200	MUNICIPAL COURT OE	746.00			
01-201-43-495-200	PUBLIC DEFENDER-OTHER EXPENSE	200.00			
01-201-45-920-200	DEBT SERVICE OE	49,386.85			
01-203-20-100-200	(2024) ADMINISTRATIVE & EXECUTIVE OE		115.44		
01-203-20-120-200	(2024) MUNICIPAL CLERK OE		400.00		
01-203-20-130-200	(2024) FINANCIAL ADMINISTRATION OE		144.00		
01-203-20-155-200	(2024) LEGAL SERVICES OE		11,316.50		
01-203-25-240-200	(2024) POLICE OE		2,524.71		
01-203-25-265-200	(2024) FIRE DEPARTMENT OE		533.62		
01-203-26-310-200	(2024) PUBLIC BUILDINGS & GROUNDS OE		2,631.20		
01-203-26-310-252	(2024) REPAIRS & EQUIPMENT		1,844.99		
01-203-28-371-200	(2024) PARKS AND PLAYGROUNDS OE		71.96		
01-203-41-787-201	(2024) ARPA FUNDING		2,178.57		
01-203-43-490-200	(2024) MUNICIPAL COURT OE		210.00		
01-206-55-000-046	REGIONAL SCHOOL TAX			306,407.49	
01-207-55-000-045	LOCAL SCHOOL TAX			945,612.08	
TOTALS FOR	Current Fund	1,035,113.83	21,970.99	1,252,019.57	2,309,104.39
02-160-05-000-001	DUE TO/FROM CURRENT FUND			0.00	98.36
02-213-40-700-073	FMERA MOU - 800 AREA BUILDINGS			98.36	
TOTALS FOR	FEDERAL AND STATE GRANTS	0.00	0.00	98.36	98.36
06-101-01-100-011	OPEN SPACE CASH - TD			0.00	66,246.06
06-270-00-500-020	RESERVE FOR OPEN SPACE			66,246.06	
TOTALS FOR	OPEN SPACE TRUST	0.00	0.00	66,246.06	66,246.06
18-101-01-100-101	CASH UCC TRUST			0.00	6,159.62
18-270-55-600	RESERVE FOR UCC TRUST			6,159.62	
TOTALS FOR	UCC Trust	0.00	0.00	6,159.62	6,159.62
61-101-01-100-101	CASH-DEV.ESCROW/TD			0.00	2,870.00
61-270-55-600-205	RES.FOR DEV.ESCROW			2,870.00	
TOTALS FOR	DEVELOPERS ESCROW TRUST	0.00	0.00	2,870.00	2,870.00

Total to be paid from Fund 01 Current Fund	2,309,104.39
Total to be paid from Fund 02 FEDERAL AND STATE GRANTS	98.36

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT

Total to be paid from Fund 06 OPEN SPACE TRUST					66,246.06
Total to be paid from Fund 18 UCC Trust					6,159.62
Total to be paid from Fund 61 DEVELOPERS ESCROW TRUST					2,870.00

					2,384,478.43

Pending Payments (*Not Finalized*)**All Funds**

Month of February

From 02/01/2025 to 02/28/2025 With a Line Amount > 10000.00

Date	ENTRY	ACCOUNT	PO	Check #	VENDOR/DESCRIPTION	DEBIT	CREDIT	CR ACCOUNT
02/27/2025	61808	01-201-23-210-202	19348		HEALTH	85,989.72		
						85,989.72	-	
02/27/2025	61809	01-201-23-210-203	19348		DENTAL	4,889.60		
						4,889.60	-	
02/27/2025	19348		19348		CENTRAL JERSEY HEALTH INSURANC		90,879.32	01-101-01-000-011
						-	90,879.32	
02/27/2025	61810	01-201-23-210-202	19347		HEALTH	84,450.72		
						84,450.72	-	
02/27/2025	61811	01-201-23-210-203	19347		DENTAL	4,860.60		
						4,860.60	-	
02/27/2025	19347		19347		CENTRAL JERSEY HEALTH INSURANC		89,311.32	01-101-01-000-011
						-	89,311.32	
02/27/2025	61807	01-207-55-000-045	19349		MARCH 2025 TAX REMITTANCE	945,612.08		
						945,612.08	-	
02/27/2025	19349		19349		OCEANPORT BOARD OF EDUCATION		945,612.08	01-101-01-000-011
						-	945,612.08	
02/27/2025	61805	01-201-36-475-201	19364		POLICE & FIREMEN'S RETIREMENT SYSTEM	624,146.00		
						624,146.00	-	
02/27/2025	19364		19364		POLICE/FIREMEN RETIREMENT SYS		624,146.00	01-101-01-000-011
						-	624,146.00	
02/27/2025	61804	01-201-36-471-202	19351		PUBLIC EMPLOYEE'S RETIREMENT SYSTEM	139,532.00		
						139,532.00	-	
02/27/2025	19351		19351		PUBLIC EMPLOYEES RETIREMENT		139,532.00	01-101-01-000-011
						-	139,532.00	
02/27/2025	61806	01-206-55-000-046	19350		MARCH 2025 TAX REMITTANCE	306,407.49		
						306,407.49	-	
02/27/2025	19350		19350		SHORE REGIONAL HIGH SCHOOL		306,407.49	01-101-01-000-011
						-	306,407.49	
02/27/2025	61834	01-201-45-930-213	19340		GENERAL CAPITAL INTEREST	49,550.00		
						49,550.00	-	
02/27/2025	61836	01-201-45-930-213	19340		FUNDS ON DEPOSIT	(163.15)		
						(163.15)	-	
02/27/2025	19340		19340		TD BANK WEALTH MANAGEMENT		49,386.85	01-101-01-000-011
						-	49,386.85	
02/27/2025	61835	06-270-00-500-024	19340		OPEN SPACE INTEREST	62,700.00		

Pending Payments (*Not Finalized*) continued...

Date	ENTRY	ACCOUNT	PO	Check #	VENDOR/DESCRIPTION	DEBIT	CREDIT	CR ACCOUNT
						62,700.00	-	
02/27/2025	61837	06-270-00-500-024	19340		FUNDS ON DEPOSIT	(207.65)		
						(207.65)	-	
02/27/2025	19340		19340		TD BANK WEALTH MANAGEMENT		62,492.35	06-101-01-100-011
						-	62,492.35	
						2,307,767.41	2,307,767.41	

February Totals

Totals by Account for February

ACCOUNT	ACCOUNT TITLE	LY			
		BUDGET	CY	BUDGET	NON BUDGET PENDING CR
01-101-01-000-011	CASH OPERATING				2,245,275.06
06-101-01-100-011	OPEN SPACE CASH - TD				62,492.35
01-201-23-210-202	HEALTH		170,440.44		
01-201-23-210-203	DENTAL		9,750.20		
01-201-36-471-202	PERS		139,532.00		
01-201-36-475-201	P & F RETIREMENT SYSTEM		624,146.00		
01-201-45-930-213	INTEREST ON BONDS		49,386.85		
01-206-55-000-046	REGIONAL SCHOOL TAX			306,407.49	
01-207-55-000-045	LOCAL SCHOOL TAX			945,612.08	
06-270-00-500-024	RESERVE FOR MARIA GATTA FIELDS			62,492.35	
Totals		-	993,255.49	1,314,511.92	2,307,767.41

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				2,245,275.06
06-101-01-100-011	OPEN SPACE CASH - TD				62,492.35
01-201-23-210-202	HEALTH		170,440.44		
01-201-23-210-203	DENTAL		9,750.20		
01-201-36-471-202	PERS		139,532.00		
01-201-36-475-201	P & F RETIREMENT SYSTEM		624,146.00		
01-201-45-930-213	INTEREST ON BONDS		49,386.85		
01-206-55-000-046	REGIONAL SCHOOL TAX			306,407.49	
01-207-55-000-045	LOCAL SCHOOL TAX			945,612.08	
06-270-00-500-024	RESERVE FOR MARIA GATTA FIELDS			62,492.35	
Totals		-	993,255.49	1,314,511.92	2,307,767.41

**RESOLUTION OF THE BOROUGH OF OCEANPORT
AUTHORIZING THE AWARD OF A PROPOSAL TO KYLE & McMANUS ASSOCIATES TO PREPARE THE
BOROUGH'S FOURTH ROUND HOUSING PLAN ELEMENT AND FAIR SHARE PLAN**

**Resolution #2025-89
03/06/2025**

WHEREAS, on March 20, 2024, Governor Murphy signed P.L.2024, c.2 into law, referred to as A4, which established a new framework for determining and enforcing municipal affordable housing obligations under the NJ Supreme Court's Mount Laurel doctrine and the State's Fair Housing Act; and

WHEREAS, the Borough is required to adopt a Housing Element and Fair Share Plan (HEFSP) along with draft ordinances and resolutions to implement the Plan by June 30, 2025; and

WHEREAS, in preparation for submission of the Fourth Round Housing Element and Fair Share the Borough's Planner, Kendra Lelie of Kyle & McManus Associates, has prepared a scope of work and cost proposal for professional planning services to prepare the Fourth Round HEFSP, covering the Borough's affordable housing obligations for the period of July 1, 2025 to June 30, 2035 as follows:

Housing Plan Element:	\$6,500 (lump sum)
Fair Share Plan:	\$6,000 (lump sum)
Meeting Attendance:	\$2,500 (not to exceed); and

WHEREAS, upon acceptance of this proposal, the Borough will issue a purchase order for the full amount of the Costs Proposal as noted above issued by the Borough's CFO, Catherine D. LaPorta. Invoices will be presented on a monthly basis for work completed in the prior month and billed against the purchase order. Any portions of the lump sum amounts contained in the Cost Proposal above remaining will be billed with the final invoice upon completion of the Housing Element and Fair Share Plan and filing with the Program; and

WHEREAS, funds are available for said services as indicated by the below Certification of Funds,

NOW, THEREFORE, BE IT RESOLVED, the Mayor and Council of the Borough of Oceanport, County of Monmouth, State of New Jersey hereby authorizes the following:

1. A proposal is awarded to Kyle & McManus Associates for professional planning services to prepare the Fourth Round Housing Element and Fair Share Plan along with draft ordinances and resolutions to implement the Plan by June 30, 2025.
2. The Borough Administrator is authorized to sign the proposal to effectuate the agreement with Kyle & McManus Associates.

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 funds available in the Operating Budget Account #01-201-21-181-205 for a total amount not to exceed \$15,000.00 for the stated purposes.

Catherine D LaPorta

Catherine D. LaPorta, CFO



2 East Broad Street, 2nd Floor
Hopewell, NJ 08525
609-455-0972 (v)
609-374-9939 (f)
klelie@kylemcmanus.com

February 15, 2025

Oceanport Borough
Donna Phelps, Administrator
910 Oceanport Way
Oceanport, NJ 07727

**Re: Scope of Work and Proposal
Affordable Housing Planning Services
Fourth Round Housing Element and Fair Share Plan**

Dear Donna:

As you are likely aware, on March 20, 2024, Governor Murphy signed P.L.2024, c.2. into law, referred to as A4, which established a new framework for determining and enforcing municipal affordable housing obligations under the New Jersey Supreme Court's Mount Laurel doctrine and the State's Fair Housing Act. To demonstrate compliance with A4, the Borough is required to adopt a Housing Element and Fair Share Plan (HEFSP) along with draft ordinances and resolutions to implement the Plan by June 30, 2025. In preparation for submission of the Fourth Round Housing Element and Fair Share Plan, below please find a scope of work and cost proposal for professional planning services to prepare the Fourth Round HEFSP, covering the Borough's affordable housing obligations for the period of July 1, 2025 to June 30, 2035. We note that implementing ordinances need not be adopted until March of 2026.

1.0 SCOPE OF WORK

Kyle McManus Associates will prepare the Borough's Fourth Round Housing Plan Element and Fair Share Plan to include the below listed items, as per the requirements of A4. We will provide all documents and supporting appendices in digital format for both draft and final versions. Preparation of the Fourth Round Housing Plan Element and Fair Share Plan shall include the following services:

- **Preparation of the Housing Plan Element, to include:**
 - Demographic and employment analysis
 - An inventory of the municipality's housing stock by age, condition, purchase or rental value, occupancy characteristics, and type including the number of units affordable to low- and moderate-income households and substandard housing capable of being rehabilitated;
 - A projection of the municipality's housing stock, including the probable future construction of low- and moderate-income housing for the next ten years, taking into

account, but not limited to, construction permits issued, approvals of applications for development and probable residential development of lands;

- An analysis of the municipality's demographic characteristics, including but not necessarily limited to, household size, income level and age;
- An analysis of the existing and probable future employment characteristics of the municipality;
- Analysis of the Borough's present and prospective fair share for low and moderate income housing and its capacity to accommodate its present and prospective housing needs, including its fair share for low and moderate income housing, as established pursuant to A4;
- Analysis of lands that are most appropriate for construction of low and moderate income housing and of the existing structures most appropriate for conversion to, or rehabilitation for, low and moderate income housing, including a consideration of lands of developers who have expressed a commitment to provide low and moderate income housing;
- Analysis of the extent to which municipal ordinances and other local factors advance or detract from the goal of preserving multigenerational family continuity as expressed in the recommendations of the Multigenerational Family Housing Continuity Commission;
- Analysis of consistency with the State Development and Redevelopment Plan, including water, wastewater, stormwater, and multi-modal transportation based on guidance and technical assistance from the State Planning Commission;
- An assessment of the degree to which the Borough has complied with its Prior and Third Round obligations and the extent to which those obligations remain unfulfilled;
- Analysis of mechanisms addressing the Prior and Third Round obligations and whether they continue to represent a realistic opportunity to provide affordable housing;
- **Preparation of the Fair Share Plan, to include:**
 - Identification of alternative sites for those intended to address the Prior and Third Round obligations that no longer represent a realistic opportunity;
 - Description of mechanisms that will satisfy the municipality's present need (rehabilitation obligation), including working with the Borough's administrative agent to coordinate preparation of required manuals;
 - Description of mechanisms that will satisfy the municipality's Realistic Development Potential, derived from the vacant land analysis;
 - Description of mechanisms that will satisfy the municipality's Unmet Need, if applicable, including assessment of opportunities for redevelopment;
 - Narrative and mapping analysis discussing site-specific issues related to each new construction mechanism and addressing suitability criteria including whether the site is available, approvable, developable, and suitable;

- Preparation and/or amendment of the ordinances necessary to address the Borough's affordable housing obligation and accommodate all proposed mechanisms, including zoning ordinance amendments, if applicable;
- A spending plan pursuant to N.J.A.C. 5:93, including identification of affordability assistance programs and demonstrating satisfaction of minimum requirements related to those programs;
- Zoning ordinance amendments for each RDP mechanism and any overlay zoning required to address Unmet Need, if applicable;
- Update to the Borough's Affordable Housing Ordinance;
- Preparation of or update to the mandatory set-aside ordinance, if necessary;
- Preparation of an affirmative marketing plan; and
- Preparation of all implementing resolutions.

2.0 MEETING ATTENDANCE – TIME & MATERIALS

Kyle McManus Associates will attend all meetings and public hearings required to prepare the Housing Element and Fair Share Plan, including meetings with municipal staff and consultants to assess individual prospective need mechanisms. Costs for attendance, including meeting preparation, shall be billed on a time and materials basis in accordance with our hourly rates in Exhibit A.

3.0 COST PROPOSAL

The cost for the above scope of work is \$15,000, broken down as follows:

Housing Plan Element:	\$6,500 (lump sum)
Fair Share Plan:	\$6,000 (lump sum)
Meeting Attendance:	\$2,500 (not to exceed)

Any additional items that are beyond the herein Scope of Work will be billed on an hourly basis in accordance with the firm's rates in Exhibit A. Please note that should the Borough wish to pursue redevelopment designations for any of the mechanisms identified in the plan, these will be subject to separate cost proposals.

4.0 INVOICING AND PAYMENT

Upon acceptance of this proposal, we request that a purchase order for the full amount of the Cost Proposal noted above be issued by the CFO or Purchasing Agent. Invoices will be presented on a monthly basis for work completed in the prior month and billed against the purchase order. Any portions of the lump sum amounts contained in the Cost Proposal above remaining will be billed with the final invoice upon completion of the Housing Element and Fair Share Plan and filing with the Program.

Should you find this proposal acceptable, please sign where indicated below and return an original via e-mail or USPS. On behalf of Kyle McManus Associates, I thank you for the opportunity to continue to provide professional planning services to the Borough and look forward to a successful outcome.

Sincerely,

A handwritten signature in black ink, appearing to be 'KE' with a stylized flourish.

Kendra Lelie, PP/AICP

Principal Planner

Accepted this _____ day of _____, 2025

By (printed name):

Signature: _____

Exhibit A

2025 Public Client Rate Schedule

Principal Planner	\$150/hour
Associate Planner	\$138/hour
Senior Project Manager Planner	\$133/hour
Project Manager Planner	\$128/hour
Assistant Planner	\$98/hour
GIS Technician	\$88/hour
Assistant Professional	\$83/hour
Administrative Assistant	\$68/hour
Outside (pass-thru) Services	Cost +10%
Postage, Federal Express, UPS, DHL	Cost
Paper Black/White Copy/Prints (8.5"x11")	\$0.10/Sheet
Paper Black/White Copy/Prints (11"x17")	\$0.20/Sheet
Paper Color Copy/Prints (8.5"x11")	\$0.50/Sheet
Paper Color Copy/Prints (11"x17")	\$2.50/Sheet
Large format Color Copy/Prints (24"x36")	\$40/Sheet
Travel for Regularly Scheduled Meetings	No Charge
Travel for All Other Meetings and Other Municipal Business	At Rates Noted Above

2025 Public Client Litigation Rate Schedule

Principal Planner	\$198/hour
Associate Planner	\$183/hour
Senior Project Manager Planner	\$178/hour
Project Manager Planner	\$173/hour
Assistant Planner	\$143/hour
GIS Technician	\$133/hour
Assistant Professional	\$83/hour
Administrative Assistant	\$68/hour
Outside (pass-thru) Services	Cost +10%
Postage, Federal Express, UPS, DHL	Cost
Paper Black/White Copy/Prints (8.5"x11")	\$0.10/Sheet
Paper Black/White Copy/Prints (11"x17")	\$0.20/Sheet
Paper Color Copy/Prints (8.5"x11")	\$0.50/Sheet
Paper Color Copy/Prints (11"x17")	\$2.50/Sheet
Large format Color Copy/Prints (24"x36")	\$40/Sheet
Travel for Regularly Scheduled Meetings	No Charge



Travel for All Other Meetings and Other Municipal Business

At Rates Noted Above

**RESOLUTION OF THE BOROUGH OF OCEANPORT
AUTHORIZING AN EMERGENCY TEMPORARY APPROPRIATION**

**Resolution #2025-90
2/20/25**

WHEREAS, the appropriations set forth in the 2025 temporary budget are insufficient to meet the financial obligations as set forth below; and

WHEREAS, the permanent budget for the year 2025 has not yet been adopted; and

WHEREAS, the total emergency temporary appropriations adopted in the year 2025 pursuant to the provisions of N.J.S.A. 40A:4-20 included in this resolution total \$31,600.00.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body (not less than two-thirds of all members thereof affirmatively concurring) in accordance with the aforementioned statute, that the 2025 temporary fiscal budget is hereby amended to provide for an emergency temporary appropriation in the amount of \$31,600.00 and said appropriations are as follows:

2025 temporary budget	
APPROPRIATIONS	OTHER EXPENSES
Buildings and Grounds	\$ 31,600.00
TOTAL	\$ 31,600.00

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

I certify this to be a true copy of Resolution #2025-90 approved by the Oceanport Borough Council at the Regular Meeting held March 6, 2025.

STEPHANIE KRAMER
DEPUTY BOROUGH CLERK

**RESOLUTION OF THE BOROUGH OF OCEANPORT
AWARDING CONTRACT FOR PROFESSIONAL SERVICES TO COLLIERS ENGINEERING & DESIGN
FOR PREPARATION OF BID SPECIFICATION AND BID SERVICES FOR SWITCHING BOROUGH HALL,
DPW AND POLICE BUILDINGS TO THE NEW JCP&L SYSTEM**

**Resolution #2025-91
3/6/25**

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, there is a need for the Borough to obtain professional services for the design services, preparation of bid specifications and bidding services, and construction administration for switching Borough Hall, DPW and Police buildings to the new JCP&L system; and

WHEREAS, the services to be provided are deemed to be "professional services" pursuant to the Local Public Contracts Law (N.J.S.A. 40:A 11-1, et seq.) and

WHEREAS, the Local Public Contracts Law authorizes the awarding of a Contract for "professional services" without public advertising for bids, provided that the Resolution authorizing the Contract and the Contract itself, are available for public inspection in the Office of the Borough Clerk and that notice of the awarding of the Contract is published in a newspaper of general circulation in the Municipality; and

WHEREAS, Colliers Engineering has submitted a proposal dated February 5, 2025 to provide said services on a per diem/hourly basis with an estimated budget of \$31,600.00 and having considered the matter, the Borough now wishes to authorize the Borough Engineer, Colliers Engineering to perform the associated services for the project.

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

1. That the Borough of Oceanport has awarded a Professional Service Contract to Colliers Engineering & Design as Borough Engineer for 2024 and the work to be performed will be consistent with their existing contract and a proposal for services dated February 5, 2025 for the preparation of bid specifications and bidding services for the next solid waste and recycling collection contract..
2. That the compensation associated with the proposal shall not exceed \$31,600.00.
3. That the within Resolution shall be subject to the Borough CFO confirming that funds are available for the stated purpose.
4. That the Borough Clerk shall publish a notice of the award in the Two River Times and the resolution and contract shall remain on file in the Borough Clerk's office.

CERTIFICATION OF FUNDS

As required by N.J.A.C. 5:34-5.1 et. seq., and any other applicable requirement, I, Catherine D. LaPorta, Chief Financial Officer of the Borough of Oceanport certify that funds are available in Account #01-201-44-900-911, not to exceed \$31,600.00 for the above referenced professional services contract.

Catherine D LaPorta

Catherine D. LaPorta, CFO

I certify that the foregoing Resolution #2025-90 was adopted by the
Oceanport Governing Body at the Regular Meeting held March 6, 2025.

STEPHANIE KRAMER, DEPUTY BOROUGH CLERK

Client Authorization Form

Date: February 5, 2025
Client: Oceanport Borough
Project name: Municipal Complex
Task name: New Electrical Services
Colliers Engineering & Design project no.: OPB001

We request your review and authorization of services as outlined below in order to proceed:

Services requested by: Borough

Description of service contract scope:

Colliers Engineering & Design, Inc. (DBA Maser Consulting) proposes to provide the following service(s):

The design services for switching the Borough Hall, DPW and Police Buildings to the new JCPL system per Attachment A. The project will be bid with two options Aerial and Underground Electrical Services.

Please note that the Borough will have to provide an electrician to open the various electrical panels for inspection by CED.

The Business Terms and Conditions of the original contract shall still apply.

Services outlined above shall be invoiced:

- ☐ **Per diem/hourly**
☒ **Lump sum**

Payment terms are NET30 of receipt of invoice.

Estimated Budget = \$ _____

Fee = \$ See Attachment A

I (we) hereby authorize the services to proceed as outlined above:

Signer's Name (Print)

Signature

Date

Client Authorization Form prepared by:

William White

Project Manager's Name (Print)

Project Manager's Signature

2/5/2025

Please sign the form where indicated & email or mail to Colliers Engineering & Design for our records.

Attachment A

Electrical Scope of Work

- 1) Provide a site visit to document existing conditions of the existing electrical service equipment and existing conditions of the room proposed for the new electrical service.
- 2) Provide design of demolition notes to state the existing electrical service shall be disconnected and remain abandoned in place.
- 3) Provide Electrical design of new service entrance to serve the building including a one-line diagram.
- 4) Provide coordination and correspondences with the local Electrical Utility JCP&L along with Load letter for the buildings new electrical service.
- 5) Provide design of demolition notes associated with removal of existing equipment in existing room proposed for the new electrical service.
- 6) Provide attendance and participate at two internal team coordination meetings up to 1 hr in duration.
- 7) Provide two video conference review meetings with Client up to 1 hour in duration.
- 8) Provide a 50% DD submittal and 100% final CD submittal.
- 9) Provide book specifications.
- 10) Provide signed and sealed plans from a New Jersey registered PE.
- 11) Provide review comment responses to Oceanport reviewer, up to two iterations and 2 hr in duration.
- 12) Provide Construction Administration via shop drawing review and RFI response.

The basis of design for the elements above are proposed on the basis that the new Electrical room will be located on the lower level of the facility adjacent to the exterior wall adjacent to the existing electrical room.

Schedule of Design

Upon receipt of the signed contract, the design development stage is proposed to be about 3 weeks allowing for an initial site visit and concept design drawing preparation. As part of the design development stage, one week in addition to that time is scheduled for Client comments and response. Upon completion of the design development stage the projects design will then move to complete permit drawings for town review in another 3 weeks. Pending town review time frame which could be a couple weeks or more would be part of the schedule. Upon receipt and resolution to the town comments final Construction bid documents could be ready in another week. This puts the design process to permit document at approximately 8 – 12 weeks.

Design Services (Lump Sum)	\$22,600.00
Bidding Services (Lump Sum)	\$ 4,000.00
Construction Administration Services (Cost Plus)	\$ 5,000.00
Total Fee	\$31,600.00

**RESOLUTION OF THE BOROUGH OF OCEANPORT APPROVING CERTIFIED LISTS FOR
THE LENGTH OF SERVICE AWARD PROGRAM (LOSAP) FOR CY 2024**

Resolution #2025-92

3/6/25

WHEREAS, Ordinance #780 created a Length of Service Award Program (LOSAP) to reward the members of the Oceanport Volunteer Fire Department, the Oceanport Fire Police and the Oceanport Volunteer First Aid Squad for their loyal, diligent and devoted service to the residents of the Borough of Oceanport; and

WHEREAS, the program shall provide for funding of a fixed contribution annually by the Borough to a deferred income account for each volunteer member that meets the criteria set forth in Ordinance #780; and

WHEREAS, pursuant to N.J.S.A. 40A:14-191, the Local Plan Administrator is in receipt of the certified LOSAP lists for 2024 from: Hook & Ladder Fire Company, Oceanport Volunteer First Aid Squad, and Port Au Peck Chemical Hose Company; and

WHEREAS, the Governing Body has reviewed the certified lists per N.J.A.C. 5:30-14.10 and approves the lists presented; and

WHEREAS, after Borough Council approval, the certified list will be posted for a period of 30 days for membership review at the office of the Borough Clerk and the respective locations for each organization; and

WHEREAS, following the 30-day period for filing an appeal, and subject to holding the payment of any members being appealed, payment shall be made by the Borough of Oceanport to the approved contractor for deposit in the LOSAP account in the deferred income program.

NOW THEREFORE BE IT RESOLVED, be it resolved by the Mayor and Council of the Borough of Oceanport that said certified list(s) are hereby approved and will be posted for thirty days in the Borough Hall and the respective houses.

**RESOLUTION OF THE BOROUGH OF OCEANPORT
AFFIRMING DIFFERENTIAL HSA CONTRIBUTION TO WALTER O'NEILL**

**Resolution #2025-93
3/6/2025**

WHEREAS, Walter O'Neill, as a retired Police Officer of the Oceanport Borough Police Department is entitled to receive such hospitalization and medical coverage as is being provided to current members of the bargaining unit and as modified through future collective bargaining agreements; and

WHEREAS, the Borough shall have the right to require enrollment in individual Medicare supplemental insurance for those members who are eligible for Medicare; and

WHEREAS, effective January 1, 2025, the Borough made the decision to move to a Medicare Advantage Plan in accordance with its policies and the Borough's Agreement with the PBA; and

WHEREAS, Mr. O'Neill is enrolled in Medicare and, as such, based on IRS guidelines, does not qualify for an HSA contribution; and

WHEREAS, due to extenuating circumstances, Mr. O'Neill's enrollment was delayed, and his prescription costs were deducted from the HSA account in the amount of \$1,600.00 that was incorrectly established by the Borough; and

WHEREAS, the Borough has been credited with the remaining balance of Mr. O'Neill's HSA account in the amount of \$1,407.42 and the Borough Council recognizes this singular situation and is disinclined to seek reimbursement of the difference in the HSA account in the amount of \$192.58.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Oceanport hereby affirms that it shall not seek reimbursement or recompense the differential of \$192.58 in Mr. O'Neill's HSA Account.

BE IT FURTHER RESOLVED that a certified copy of this resolution be provided to Mr. O'Neill, Police Chief, Borough Administrator, Chief Financial Officer and Payroll Clerk.

I certify that the foregoing Resolution #2025-93 was adopted by the Oceanport Governing Body at the Regular Meeting held March 6, 2025.

STEPHANIE KRAMER, DEPUTY BOROUGH CLERK

**RESOLUTION OF THE BOROUGH OF OCEANPORT
AUTHORIZING THE EXECUTION OF THE 2025 ANNUAL LETTER TO THE NEW JERSEY
DEPARTMENT OF TRANSPORTATION, DIVISION OF AVIATION, FOR THE ENDORSEMENT OF THE
MONMOUTH PARK HELIPORT LOCATION SUBJECT TO CERTAIN CONDITIONS**

**Resolution #2025-94
3/5/2025**

WHEREAS, the New Jersey Department of Transportation, Division of Aviation, has oversight of the Monmouth Park Racetrack heliport located in the parking lot on the southwest corner of the intersection of Port Au Peck Avenue and Oceanport Avenue; and

WHEREAS, Monmouth Park Racetrack is required to obtain an annual license granting authorization for use of the heliport; and

WHEREAS, the heliport site was selected and made subject to various conditions by then Commissioner Haley in a letter dated July 31, 1998 which are as follows:

1. Operation is restricted to the hours between official sunrise and sunset. Operations are to be conducted under VFR conditions.
2. Adequate policing shall be furnished to keep the public at a safe distance from the landing area.
3. No more than 10 flights will be utilized at this location on an annual basis. If the traffic increases beyond 10 flights per year, the endorsement will be withdrawn, and the Borough will seek the appropriate relief.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Oceanport that the Borough Administrator is hereby authorized to provide endorsement of the continued use of the heliport site subject to the conditions stipulated and agreed to by representatives of Monmouth Park Racetrack.

I certify that the foregoing Resolution #2025-94 was adopted by the Oceanport Governing Body at the Regular Meeting held March 5, 2025.

**RESOLUTION OF THE BOROUGH OF OCEANPORT
AUTHORIZING REDEMPTION OF TAX SALE CERTIFICATE #24-00014 FOR
BLOCK 137 LOT 13 KNOWN AS 123 PEMBERTON AVE**

**Resolution #2025-95
03/06/2025**

WHEREAS, at the Borough Tax Sale held on October 10, 2024, a lien was sold on Block 137 Lot 13, otherwise known as 123 Pemberton Ave.; and

WHEREAS, this lien, known as Tax Sale Certificate 24-00014 was sold to Trystone Capital Assets LLC at an interest rate of 0%; and

WHEREAS, the owner has redeemed Certificate 24-00014 in the amount of \$210.99.

NOW, THEREFORE, BE IT RESOLVED that the CFO be authorized to issue a check in the amount of \$210.99 payable to Trystone Capital Assets LLC, PO Box 1030, Brick, NJ 08723 for the redemption of Tax Sale Certificate 24-00014.

**RESOLUTION OF THE BOROUGH OF OCEANPORT
AUTHORIZING REDEMPTION OF TAX SALE CERTIFICATE #21-00001 FOR
BLOCK 2 LOT 26 KNOWN AS 6 MAPLE PL**

Resolution #2025-96

3/6/25

WHEREAS, at the Borough Tax Sale held on October 1, 2021, a lien was sold on Block 2 Lot 26, otherwise known as 6 Maple Pl.; and

WHEREAS, this lien, known as Tax Sale Certificate 21-00001 was sold to Christiana T C/F CE1/Firsttrust at an interest rate of 0%; and

WHEREAS, the owner has redeemed Certificate 21-00001 in the amount of \$28,976.39.

NOW, THEREFORE, BE IT RESOLVED that the CFO be authorized to issue a check in the amount of \$28,976.39 payable to Christiana T C/F CE1/Firsttrust, PO Box 5021, Philadelphia, PA 19111-5021 for the redemption of Tax Sale Certificate 21-00001.

BE IT FURTHER RESOLVED, that the CFO be authorized to issue a check in the amount of \$15,400.00 (Premium) to the aforementioned lienholder.

Ordinance #1106

AN ORDINANCE OF THE BOROUGH OF OCEANPORT, COUNTY OF MONMOUTH, STATE OF NEW JERSEY AMENDING CHAPTER 371, "TREES" INCORPORATING THE REQUIREMENTS OF THE BOROUGH'S NJDEP TIER ONE MUNICIPAL STORMWATER GENERAL PERMIT

WHEREAS, trees play a critical role in the water cycle where they reduce soil erosion and pollutant runoff, promote infiltration of rainwater into the soil, and protect the environment, public health, safety, and welfare; and

WHEREAS, the NJDEP revised the Tier A Municipal Stormwater General Permit in 2023, which also reclassified all municipalities into the Tier A; and

WHEREAS, the 2023 Tier A MS4 permit renewal requires permittees to adopt and enforce a community-wide ordinance to control tree removal and replacement; and

WHEREAS, the Borough Council believes it is in the best interest of its residents to amend and update its tree replacement requirements in order to comply with the requirements of its Tier A MS 4 stormwater permit and to meet the NJDEP's standards regarding tree removal.

NOW THEREFORE BE IT ORDAINED, by the Borough Council of the Borough of Oceanport, County of Monmouth and State of New Jersey, hereby amends Chapter 371-2 of the Borough Code entitled Trimming or removal of public trees by the addition of a new Section 307-2, to read, in full, as follows:

SECTION I. Purpose:

An ordinance to establish requirements for tree removal and replacement in **Borough of Oceanport** to reduce soil erosion and pollutant runoff, promote infiltration of rainwater into the soil, and protect the environment, public health, safety, and welfare.

SECTION II. Definitions:

For the purpose of this ordinance, the following terms, phrases, words, and their derivations shall have the meanings stated herein unless their use in the text of this ordinance clearly demonstrates a different meaning. When consistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The use of the word "shall" mean the requirement is always mandatory and not merely directory.

A. "Applicant" means any "person," as defined below, who applies for approval to remove trees regulated under this ordinance.

B. "Critical Root Radius (CRR)" – means the zone around the base of a tree where the majority of the root system is found. This zone is calculated by multiplying the diameter at breast height (DBH) of the tree by 1.5 feet. For example: a tree with a 6" DBH would have a CRR = 6"x1.5' = 9'.

C. "Diameter at Breast Height (DBH)" means the diameter of the trunk of a mature tree measured at a point four and a half feet above ground level from

the uphill side of the tree. For species of trees where the main trunk divides below the ½ foot height, the DBH shall be measured at the highest point before any division.

D. “Hazard Tree” means a tree or limbs thereof that meet one or more of the criteria below. Trees that do not meet any of the criteria below and are proposed to be removed solely for development purposes are not hazard trees.

1. Has an infectious disease or insect infestation;
2. Is dead or dying;
3. Obstructs the view of traffic signs or the free passage of pedestrians or vehicles, where pruning attempts have not been effective;
4. Is causing obvious damage to structures (such as building foundations, sidewalks, etc.); or
5. Is determined to be a threat to public health, safety, and/or welfare by a certified arborist or Licensed Tree Expert (LTE).

E. “Person” means any individual, resident, corporation, utility, company, partnership, firm, or association.

F. “Planting strip” means the part of a street right-of-way between the public right-of-way and the portion of the street reserved for vehicular traffic or between the abutting property line and the curb or traveled portion of the street, exclusive of any sidewalk.

G. “Resident” means an individual who resides on the residential property or contractor hired by the individual who resides on the residential property where a tree(s) regulated by this ordinance is removed or proposed to be removed.

H. “Street Tree” means a tree planted in the sidewalk, planting strip, and/or in the public right-of-way adjacent to (or specified distance from) the portion of the street reserved for vehicular traffic. This also includes trees planted in planting strips within the roadway right-of-way, i.e., islands, medians, pedestrian refuges.

I. “Tree” means a woody perennial plant, typically having a single stem or trunk growing to a considerable height and bearing lateral branches at some distance from the ground.

J. “Tree Caliper” means the diameter of the trunk of a young tree, measured six (6) inches from the soil line. For young trees whose caliper exceeds four (4) inches, the measurement is taken twelve (12) inches above the soil line.

k. "Tree removal" means to kill or to cause irreparable damage that leads to the decline and/or death of a tree. This includes, but is not limited to, excessive pruning, application of substances that are toxic to the tree, over-mulching or improper mulching, and improper grading and/or soil compaction within the critical root radius around the base of the tree that leads to the decline and/or death of a tree. Removal does not include responsible pruning and maintenance of a tree, or the application of treatments intended to manage invasive species.

L. "Tree Removal Permit - A permit approved by the Borough and duly issued by the Borough Zoning officer or designee according to the terms of this chapter. The permit consists of a written letter acknowledging which trees have been approved for removal and is accompanied by a permit sign to be posted publicly. The permit may also include additional compliance requirements such as a replanting agreement or landscape plan.

SECTION III. Regulated Activities:

A. Application Process:

1. Any person planning to remove a street tree, as defined as Tree removal, with DBH of 2.5" or more or any non-street tree with DBH of 6" or more on their property shall submit a Tree Removal Application to Zoning Official. No tree shall be removed until municipal officials have reviewed and approved the removal.
2. The application will be on a form provided by Zoning office.
3. The application must be accompanied by a recent survey showing the location and sizes of the trees to be removed and replaced.
4. Application for any tree removal or replacement that is the result of work or development to go before the Zoning or Planning boards will be referred by the Zoning Officer to the board secretary and engineer. The Board will review and mention any modifications or approval in the resolution of approval issued.
 - a. The Board may request professional tree surveys and or site plans be provided for review.
5. Application Fee
 - a. The application review fee is \$50, due before any review is performed by the Zoning Officer. The fee is per application and only good for one block and lot parcel.
 - b. A re-review fee of \$25 is required for plan resubmittals after rejected application. The Zoning Office can waive this fee if the review time is determined to be minimal.
 - c. The fee for governmental bodies removing or relocating trees on public land is waived.
 - d. The review fee for application going to the Zoning or Planning board will be charged via the professional's rate approved by the board and charged to the escrow account.

B. Tree Replacement Requirements

1. Any person who removes one or more street tree(s) with a DBH of 2.5" or more, unless exempt under Section IV, shall be subject to the requirements of the Tree Replacement Requirements Table below.
2. Any person who removes one or more tree(s), as defined as Tree removal, with a DBH of 6" or more, unless otherwise detailed under Section IV, shall be subject to the requirements of the Tree Replacement Requirements Table.
3. The species type and diversity of replacement trees shall be in accordance with Appendix A

Replacement tree(s) shall:

1. Be replaced in kind with a tree that has an equal or greater DBH than tree removed or meet the Tree Replacement Criteria in the table below;
2. Be planted within twelve (12) months of the date of removal of the original tree(s) or at an alternative date specified by the municipality;
3. Be monitored by the applicant for a period of two (2) years to ensure their survival and shall be replaced as needed within twelve (12) months; and
4. Shall not be planted in temporary containers or pots, as these do not count towards tree replacement requirements.

Tree Replacement Requirements Table:

Category	Tree Removed (DBH)	Tree Replacement Criteria (See Appendix A)	Dollar Amount per Tree removed if tree cannot be replanted
1	DBH of 2.5" (for street trees) or 6" (for non-street trees) to 12.99"	Replant 1 tree with a minimum tree caliper of 1.5" to 2" for each tree removed	\$275 for each tree removed
2	DBH of 13" to 22.99"	Replant 2 trees with minimum tree calipers of 1.5" to 2" for each tree removed	\$550 for each tree removed
3	DBH of 23" to 32.99"	Replant 3 trees with minimum tree calipers of 1.5" to 2" for each tree removed	\$1500 per each tree removed
4	DBH of 33" or greater	Replant 4 trees with minimum tree calipers of 1.5" to 2" for each tree removed	\$2,000 for each tree removed

C. Replacement Alternatives:

1. If the municipality determines that some or all required replacement trees cannot be planted on the property where the tree removal activity occurred, then the applicant shall do one of the following:
 - a. Plant replacement trees in a separate area(s) approved by the municipality or Shade Tree Committee.
 - b. Pay a fee the in the Tree Replacement Requirement table, per tree removed. This fee shall be deposited into a municipal fund dedicated to tree planting and continued maintenance of the trees.

D. New plantings.

1. Any new tree that is not an invasive species or prohibited by the state, county, or this borough may be planted by a property owner where they wish on their lot with the following conditions.
 - A. The tree shall be outside of the public easement.
 - B. The trees must conform with all zoning provisions of the Borough code including what is deemed a fence.
2. In all new developments, renovations, including building lifts, substantial improvements, and the construction of additions of which shall have commenced following the effective date of this chapter, trees shall be planted by the developer on each side of a lot fronting a street therein, providing one tree in every 50 foot section. As an example, a corner lot with two 100-foot frontages on public streets would plan a minimum of 4 trees. Such trees shall be at least 1.5" to two inches in diameter. The tree shall be outside of the public easement and in front of the building.
3. Such trees shall be as listed in Appendix A, planted while in a dormant state and properly staked, with topsoil sufficient to cover all roots. Said trees shall be in good growing condition at the end of one year or shall be replaced by the developer in accordance with this chapter. The Shade Tree Committee shall direct the placement, planting, and selection of trees in all new developments and shall certify its approval thereof to the Planning Board and the Mayor and Council. The location of such new plantings or replacements shall be such that, wherever possible, conflict or interference with existing overhead or underground utilities or other facilities will be avoided. No new plantings shall be made in the area between sidewalks and curbs, nor shall any such existing plantings be replaced.

E. Inspections

1. The applicant upon completing the planting of the new trees shall request an inspection from the Zoning Official on the appropriate form provided by the official.
2. Failure to request an inspection before the 12-month time limit to replant will result in a requirement to reapply with a full fee amount.
3. Failure to complete the planting actions without inspection after reapplying for a second permit will result in violations and fines detailed in section VI.

4. After two failed inspections for the same permit an inspection fee of \$50 shall be charged for all further inspections requested.

SECTION IV. Exemptions:

All persons shall comply with the tree replacement standard outlined above, except in the cases detailed below. Proper justification shall be provided by the applicant, in writing, via the approved application to the municipality by all persons claiming an exemption.

- A. Tree farms in active operation, nurseries, fruit orchards, and garden centers;
- B. Properties used for the practice of silviculture under an approved forest stewardship or woodland management plan that is active and on file with the municipality;
- C. Any trees removed as part of a municipal or state decommissioning plan. This exemption only includes trees planted as part of the construction and predetermined to be removed in the decommissioning plan.
- D. Any trees removed pursuant to a New Jersey Department of Environmental Protection (NJDEP), or U.S. Environmental Protection Agency (EPA) approved environmental clean-up, or NJDEP approved habitat enhancement plan;
- E. Approved game management practices, as recommended by the State of New Jersey Department of Environmental Protection, Division of Fish, Game and Wildlife;
- F. Hazard trees may be removed with no fee or replacement requirement if meeting one of the requirements below and approved by the reviewing officer.
 - a. Hazard trees to have proper justification by a NJ Licensed Tree Expert, Arborist, or NJ Statue 45:15C-11
 - b. Proof of the hazard tree with color photos and written statement from the owner or contractor demonstrating the trees are in severe decline, diseased, or damaged such that they cannot, or should not, be saved.

SECTION V. Enforcement:

This ordinance shall be enforced by the Borough Administrator or any authorized employee of the Construction, Code Enforcement, Public Works, Police Department or

any person or persons designated by the Mayor and Borough Council for that purpose, during the course of ordinary enforcement duties.

SECTION VI. Violations and Penalties:

The failure to replace a tree or make a payment as required by the Ordinance shall be subject to a fine of up to \$2,000.00 per violation but in no event, shall the fine be less than the amount of the required replacement tree(s) and cost of planting.

SECTION VIII. Severability:

Each section, subsection, sentence, clause, and phrase of this Ordinance is declared to be an independent section, subsection, sentence, clause, and phrase, and finding or holding of any such portion of this Ordinance to be unconstitutional, void, or ineffective for any cause or reason shall not affect any other portion of this Ordinance.

SECTION IX. Effective Date:

This Ordinance shall be in full force and effect from and after its adoption and any publication as may be required by law.

APPROVED ON FIRST READING

DATED: March 6, 2025

STEPHANIE KRAMER

Deputy Clerk of the Borough of Oceanport

ADOPTED ON SECOND READING:

DATED:

STEPHANIE KRAMER

Deputy Clerk of the Borough of Oceanport

APPROVAL BY THE MAYOR ON THIS _____ DAY OF _____

THOMAS J. TVRDIK

Mayor

Appendix A

Approved list of Replacement tree Species and Planting Standards for (Insert Municipality Name)

[The municipality shall provide a list of approved trees that are acceptable to be planted as replacement trees, or at a minimum develop a list of trees that shall not be used as replacement trees. The list shall include approved planting times/seasons and proper planting standard procedures or a reference to available literature containing this information.]

Tree Species	Planting Season	Planting Procedure (soil type, watering, pruning, staking, wrapping, exposure, depth, mulching, etc.)