

DRAFT

**BOROUGH OF ROOSEVELT
COUNCIL MEETING AGENDA
DECEMBER 11, 2017 @ 7:00 P.M.**

TIME IN: _____

Adequate notice of this meeting, as required by Chapter 231, P.L. 1975, has been provided by a public notice on January 3, 2017 which was posted on the Bulletin Board at the Roosevelt Post Office, on the Bulletin Board in the Roosevelt Post Office and in the Borough Hall. The notice was published in The Times and Asbury Park Press.

ROLL CALL: Councilmember Robin Middleman Filepp
Councilmember Michael Hamilton
Councilmember Maureen Parrott
Councilmember Deirdre Sheean
Councilmember Joseph Trammell
Mayor Peggy Malkin

MAYOR'S REPORT

APPOINTMENT: Council member (filling vacant seat)

Motion to present the name of _____ as Council Member.

OATH OF OFFICE: Councilmember

PUBLIC COMMENT (Agenda items only)

CORRESPONDENCE

1. Letter received from State of NJ, Department of Health, dated November 17, 2017
2. Resignation Letter received from Eitan Grunwald, dated December 2, 2017

RESOLUTIONS

Resolution 17-128 Payment of Bills for November 27, 2017

Resolution 17-129 Resolution Appointing Part-Time Public Works Employee – Dave Curtis

Resolution 17-130 Resolution for Renewal of Membership in the Monmouth Municipal Joint Insurance Fund

Resolution 17-131 Resolution Authorizing Contract with Modern Power Systems for Generator Repairs at the Water and Sewer Treatment Plants

ORDINANCES

2017-05 INTRODUCTION AND FIRST READING AN ORDINANCE SETTING THE SALARY RANGE AND COMPENSATION OF CERTAIN OFFICIALS, POSITIONS AND EMPLOYEES IN THE BOROUGH OF ROOSEVELT, COUNTY OF MONMOUTH, STATE OF NEW JERSEY

Public Hearing to be held on December 27, 2017 at 7:00 p.m. at the Borough of Roosevelt, 33 N. Rochdale Avenue, Roosevelt, NJ 08555

REPORTS OF COMMITTEE CHAIRS

Councilmember Michael Hamilton	Public Works
Councilmember Maureen Parrott	Administration
Councilmember	Finance/Planning Board Rep./Recreation
Councilmember Joe Trammell	Utilities
Councilmember Sheean	Envi, Health & Safety/Envi Rep.
Councilmember Robin Filepp	Community Dev/Code/Senior Rep.

REPORTS OF BOROUGH OFFICIALS (If requested by Mayor or Committee Chair)

OLD BUSINESS

1. Council Agenda Meetings
2. Expenditure Protocols
3. Citizen Advisory Committee
4. Implement Online Bill Pay by January 1, 2018

NEW BUSINESS

1. Usage of Borough Hall – Roosevelt First Aid Squad on the following dates from 7PM - 9PM: 1/16/18, 2/20/18, 3/20/18, 4/24/18, 5/22/18, 6/19/18, 7/17/18, 8/21/18, 9/18/18, 10/16/18, 11/20/18, 12/18/18
2. Usage of Borough Hall – Janeth Atieh, , 34 Tamara Drive, request the Borough Hall for a party on Sunday, February 4, 2018 and Sunday, February 11, 2018. Setup time at 7AM, party to start from 3PM – 10PM
3. Usage of Borough Hall – Tai Chi, request every Wednesday morning from 9:30AM – 11AM and every Thursday evening from 6PM – 7:30PM for 2018.
4. Seminar: Orientation for Newly Elected, Re-Elected and Experienced Municipal Officials

PUBLIC COMMENT (Any item)

CLOSED SESSION (If Needed)

ADJOURNMENT

TIME OUT: _____



State of New Jersey

DEPARTMENT OF HEALTH
CONSUMER, ENVIRONMENTAL AND OCCUPATIONAL HEALTH SERVICE
PO BOX 369
TRENTON, N.J. 08625-0369

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

www.nj.gov/health

CATHLEEN D. BENNETT
Commissioner

November 17, 2017

Kathleen Hart, Clerk
Borough of Roosevelt
33 North Rochdale Avenue
Roosevelt NJ 08555

Re: Inspection No.: 1174739
Complaint No.: 1129247
Inspection Date: 08/31/2016
Borough of Roosevelt- FD

Dear Sir/Madam:

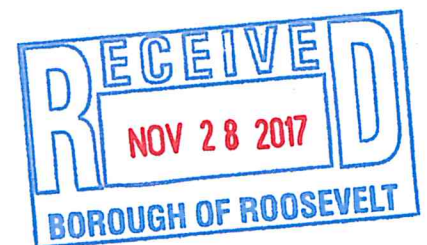
This letter will confirm that a follow up inspection was performed and/or documentation was received regarding the violations found on the above referenced Order to Comply.

Please be advised that the violations identified in the inspection noted above were abated. Based on this information this case will be considered closed. The specific items that were addressed during this inspection were as follows: Hazard Materials, Respiratory Protection, Sanitation, Bloodborne Pathogens, Hazard Communication, and Indoor Air Quality.

Thank you for your cooperation and continuing concern regarding your efforts to maintain a safe and healthful workplace. If you have any further questions, please feel free to contact me directly at (609) 984-1863.

Sincerely,
Gary Centifonti
Gary Centifonti, Director
Consumer Environmental and Occupational Health Service

c: Howard Black, NJDLWD
Employee Representative
Complainant



EITAN GRUNWALD

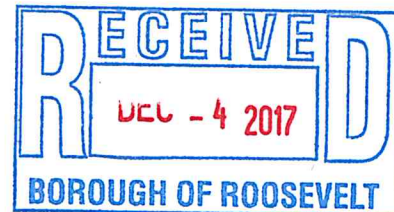
December 2, 2017

To: Mayor Peggy Malkin
Borough of Roosevelt

Re: Resignation from Roosevelt Environmental Commission

I am resigning from the Roosevelt Environmental Commission, effective 12/31/17, due to my moving out of town in January 2018.

Eitan Grunwald



*BOROUGH OF ROOSEVELT
COUNTY OF MONMOUTH
STATE OF NEW JERSEY*

**RESOLUTION NO. 17-128
MEETING DATE: 12-11-17**

PAYMENT OF BILLS FOR DECEMBER 11, 2017

C/_____ offered the following resolution and moved its adoption, which was second by C/_____.

WHEREAS, the attached list of bills have been submitted to the Council for payment approval; and

WHEREAS, the Chief Financial Officer has certified the availability of funds for the payment of bills.

NOW, THEREFORE, BE IT RESOLVED that the bills on the attached bill list be paid.

ROLL CALL:

AYES:

NAYS:

ABSTAIN:

ABSENT:

CERTIFICATION

I HEREBY CERTIFY the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on December 11, 2017.

Kathleen Hart
Borough Clerk

December 7, 2017
02:00 PM

BOROUGH OF ROOSEVELT
Bill List By Vendor Name

Page No: 1

12-11-17 BILL LIST

P.O. Type: All
Range: First to Last
Format: Condensed

Open: N Paid: N Void: N
Rcvd: Y Held: Y Aprv: N
Bid: Y State: Y Other: Y Exempt: Y

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
ACCUR005 ACCURATE WASTE REMOVAL								
	17-00173	03/01/17	2017 SLUDGE REMOVAL	Open	344.75	0.00		B
BILYK005 BILYK, JOHN								
	17-00882	11/29/17	4/Q/2017 ANIMAL CONTROL SERV	Open	150.00	0.00		
DELAG005 DE LAGE LANDEN FINANCIAL								
	17-00878	11/29/17	#12 DEC'17 11/15-12/14 COPIER	Open	169.72	0.00		
ENTER005 ENTERTAINERS PLUS, LLC								
	17-00673	09/06/17	SENIOR'S ENTERTAINMENT:12/5/17	Open	175.00	0.00		
FRANC005 FRANCO TYP-POSTALIA, INC.								
	17-00872	11/27/17	INK CARTRIDGE:POSTAGE MACHINE	Open	123.01	0.00		
JCPL0005 JCP & L								
	17-00894	12/07/17	W/S-NOV 2017 ELECTRIC SERVICE	Open	3,140.21	0.00		
KARAS005 KARASICK, IRA								
	17-00892	12/05/17	LEGAL SERVICES-NOV 2017	Open	2,500.00	0.00		
MOBIL005 MOBILE MINI, INC.								
	17-00893	12/06/17	TRAILER RENTAL 12/5-1/1/18	Open	409.99	0.00		
MODER005 MODERN GROUP LTD								
	17-00887	12/04/17	GENERATOR MAINT #2 OF 4	Open	1,145.00	0.00		
PASSA005 PASSAIC VALLEY SEWERAGE								
	17-00875	11/28/17	SLUDGE DISPOSAL 10/16-11/15/17	Open	987.00	0.00		
PETTY005 PETTY CASH								
	17-00895	12/07/17	REIMBURSE PETTY CASH	Open	49.59	0.00		
ROBER005 ROBERTS ENGINEERING GROUP, LLC								
	17-00888	12/04/17	GREEN ACRES-REVIEW MEMO	Open	247.50	0.00		
	17-00889	12/04/17	CONCRETE REPAIRS 11/16-11/22	Open	512.50	0.00		
					760.00			
ROOSE005 ROOSEVELT BOARD OF EDUCATION								
	17-00881	11/29/17	DEC 2017 SCHOOL TAXES	Open	132,199.00	0.00		
STAPL005 STAPLES BUSINESS ADVANTAGE								
	17-00821	10/30/17	OFFICE SUPPLIES	Open	172.38	0.00		
UNITE005 UNITED FIRE PROTECTION CORP.								
	17-00855	11/15/17	SEWER-SEMI-ANNUAL INSPECTION	Open	532.70	0.00		
UNIVA005 UNIVAR USA, INC.								
	17-00879	11/29/17	WATER-CAUSTIC SODA 11/28/17	Open	858.69	0.00		

December 7, 2017
02:00 PM

BOROUGH OF ROOSEVELT
Bill List By Vendor Name

Page No: 2

Vendor # Name							
PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
VERIZ005 VERIZON							
17-00891	12/05/17	FIOS/PHONE-W/P-11/28 BILL	Open	164.91	0.00		
VITAL005 VITAL COMMUNICATIONS, INC.							
17-00873	11/28/17	TAX COLL-DEC 2017 DATA SERV	Open	102.00	0.00		
17-00874	11/28/17	W/S-DEC 2017 DATA SERVICES	Open	25.50	0.00		
				127.50			
WATCH005 WATCHUNG SPRING WATER CO., INC							
17-00880	11/29/17	WATER+COOLER RENTAL:11/6/17	Open	33.76	0.00		
Total Purchase Orders: 21		Total P.O. Line Items: 0		Total List Amount:	144,043.21	Total Void Amount:	0.00

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
	7-01	136,611.95	0.00	136,611.95	0.00	0.00	136,611.95
	7-09	7,431.26	0.00	7,431.26	0.00	0.00	7,431.26
Total of All Funds:		<u>144,043.21</u>	<u>0.00</u>	<u>144,043.21</u>	<u>0.00</u>	<u>0.00</u>	<u>144,043.21</u>

RESOLUTION NO. 17-129
MEETING DATE: 12-11-17

**RESOLUTION APPOINTING PART-TIME PUBLIC WORKS EMPLOYEE –
DAVE CURTIS**

C/_____ offered the following resolution and moved its adoption, which was second by C/_____.

WHEREAS, the Borough Council finds that there is a need to hire a part-time Public Works Employee; and

WHEREAS, it has been determined that Dave Curtis shall be hired for this position at an hourly rate of \$25.00 per hour not to exceed 24 hours per work week.

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of Roosevelt, Monmouth County, New Jersey, hereby appoints Dave Curtis as part-time Public Works Employee at the rate of \$25.00 per hour, the appointment made hereby is effective immediately and is contingent on a clean background check and drivers abstract.

BE IT FURTHER RESOLVED that a copy of this resolution, certified by the Borough Clerk to be a true copy be forwarded to Dave Curtis, Public Works Committee, George Lang, Chief Financial Officer, Ana De.

ROLL CALL:

AYES:

NAYS:

ABSTAIN:

ABSENT:

CERTIFICATION

I HEREBY CERTIFY the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on December 11, 2017.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 17-130
MEETING DATE: 12-11-17

**RESOLUTION FOR RENEWAL OF MEMBERSHIP IN THE
MONMOUTH MUNICIPAL JOINT INSURANCE FUND**

C/_____ offered the following resolution and moved its adoption, which was second by C/_____.

WHEREAS, Roosevelt Borough is a member of the Monmouth Municipal Joint Insurance Fund; and

WHEREAS, said renewed membership terminates as of December 31, 2017 unless earlier renewed by agreement between the Municipality and the Fund; and

WHEREAS, the Municipality desires to renew said membership.

NOW, THEREFORE BE IT RESOLVED as follows:

1. The Borough of Roosevelt agrees to renew its membership in the Monmouth Municipal Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.
2. The Mayor and Clerk shall be and hereby are authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the Monmouth Municipal Joint Insurance Fund evidencing the Municipality's intention to renew its membership.

This Resolution agreed to this 11th day of December, 2017 by a vote of:

Affirmative _____ Negative _____

ATTEST

MAYOR

Kathleen Hart, Borough Clerk

Peggy Malkin, Mayor

CERTIFICATION

I HEREBY CERTIFY the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on December 11, 2017.

Kathleen Hart
Borough Clerk

**AGREEMENT TO RENEW MEMBERSHIP IN THE
MONMOUTH MUNICIPAL JOINT INSURANCE FUND**

WHEREAS, the **Monmouth Municipal Joint Insurance Fund** (hereinafter the Fund) is a duly chartered Municipal Insurance Fund as authorized by NJSA 40A:10-36 et seq., and;

WHEREAS, Roosevelt Borough is currently a member of said Fund, and;

WHEREAS, effective December 31, 2017, said membership will expire unless earlier renewed, and;

WHEREAS, the Mayor and Council of the Borough of Roosevelt has resolved to renew said membership;

NOW THEREFORE, it is agreed as follows:

1. Roosevelt Borough hereby renews its membership in the Monmouth Municipal Joint Insurance Fund for a three (3) year period, beginning January 1, 2018 and ending December 31, 2020*.
2. The Borough of Roosevelt hereby ratifies and reaffirms the Indemnity and Trust Agreement, Bylaws and other organizational and operational documents of the Monmouth Municipal Joint Insurance Fund as from time to time amended and altered by the Department of Insurance in accordance with the Applicable Statutes and administrative regulations as if each and every one of said documents were re-executed contemporaneously herewith.
3. Roosevelt Borough agrees to be a participating member of the Fund for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership.
4. In consideration of the continuing membership of Roosevelt Borough in the Monmouth Municipal Joint Insurance Fund agrees, subject to the continuing approval of the Commissioner of Insurance, to accept the renewal application of Roosevelt Borough.
5. Executed the day 11th of December, 2017 as the lawful and binding act and deed of the Borough of Roosevelt, which execution has been duly authorized by public vote of the governing body.

Peggy Malkin, Mayor

ATTEST, Kathleen Hart, Borough Clerk

MONMOUTH MUNICIPAL
JOINT INSURANCE FUND

RESOLUTION NO. 17-131
MEETING DATE: 12-11-17

**RESOLUTION AUTHORIZING CONTRACT WITH MODERN POWER
SYSTEMS FOR GENERATOR REPAIRS AT THE WATER AND SEWER
TREATMENT PLANTS**

C/_____ offered the following resolution and moved its adoption, which was second by C/_____.

WHEREAS, the Borough of Roosevelt owns and maintains a water treatment plant and a sewer treatment plant, which are essential components of the Borough's infrastructure in that they are necessary for the supply of potable water and the disposal of waste; and

WHEREAS, these plants operate on electric power, and require back-up power in the event that the electric service is interrupted; and

WHEREAS, each plant has a generator to provide such back-up power, and both generators are presently in need of repair; and

WHEREAS, Modern Group Power Systems, which currently services the generators, has submitted proposals to repair the generators; and

WHEREAS, the proposed cost of repairing the water treatment plant generator is \$3,899.50, and of repairing the sewer treatment plant generator is \$3,285.22; and

WHEREAS, the governing body finds that in consideration of the season, the public health, safety and welfare requires that the repairs be completed as soon as practical; and

WHEREAS, pursuant to N.J.A.C. 5:30-5.3 to 5.5 as amended effective June 5, 2017, the Chief Financial Officer has certified that funds in the amount of \$7, 184.72 are available for this contract; now, therefore, be it

RESOLVED, by the Borough Council of the Borough of Roosevelt, Monmouth County, New Jersey that the proposals for generator repairs in the combined amount of \$7,184.72 are accepted and approved; and be it further

RESOLVED, that the Mayor and Clerk are authorized to execute and attest to a contract to implement said proposals in an amount not to exceed \$7,184.72 with

\$3,899.50 charged to account _____ and \$3,285.22 charged to account _____ and be it further

RESOLVED that a certified copy of this Resolution be provided by the Borough Clerk to each of the following: Modern Group Power Systems, 2501 Durham Road, Bristol, PA 19007, George Lang, Borough Chief Financial Officer, Ana Debevec, Borough Treasurer, Toby Moore, Water/Sewer Operator and Utilities Chairman.

ROLL CALL:

AYES:

NAYS:

ABSTAIN:

ABSENT:

CERTIFICATION

I HEREBY CERTIFY the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on December 11, 2017.

Kathleen Hart
Borough Clerk

ORDINANCE 2017-05
INTRODUCTION DATE: 12-11-2017
ADOPTION DATE:

AN ORDINANCE SETTING THE SALARY RANGE AND COMPENSATION OF CERTAIN OFFICIALS, POSITIONS AND EMPLOYEES IN THE BOROUGH OF ROOSEVELT, COUNTY OF MONMOUTH, STATE OF NEW JERSEY

BE IT ORDAINED by the Mayor and Council of the Borough of Roosevelt, County of Monmouth, State of New Jersey:

Section 1 The salary range for providing wages and compensation of certain officials, positions and employees of the Borough of Roosevelt, County of Monmouth, State of New Jersey are set as follows:

	MINIMUM:	MAXIMUM:
<u>Current Fund:</u>		
Borough Administrator	\$ 15,000.00	\$ 40,000.00
Borough Clerk	\$ 20,000.00	\$ 65,000.00
Deputy Borough Clerk	\$ 8,000.00	\$ 45,000.00
Registrar of Vital Statistics	\$ 2,500.00	\$ 6,000.00
Deputy Registrar of Vital Statistics	\$ 1,500.00	\$ 5,500.00
Purchasing Agent	\$ 10,000.00	\$ 70,000.00
Chief Financial Officer	\$ 6,000.00	\$ 30,000.00
Borough Treasurer	\$ 500.00	\$ 25,000.00
Tax Collector	\$ 6,500.00	\$ 25,000.00
Tax Assessor	\$ 6,500.00	\$ 25,000.00
Zoning Officer	\$ 500.00	\$ 10,000.00
Assistant Zoning Officer	\$ 500.00	\$ 2,500.00
Code Enforcement Officer	\$ 500.00	\$ 6,000.00
Assistant Code Enforcement Officer	\$ 500.00	\$ 2,500.00
Housing Inspector	\$ 500.00	\$ 10,000.00
Recycling Coordinator	\$ 250.00	\$ 1,000.00
Recreation Director	\$ 3,000.00	\$ 20,000.00
Clean Community Coordinator	\$ 150.00	\$ 1,000.00
Risk Management Officer	\$ 300.00	\$ 1,000.00
Right to Know Coordinator	\$ 300.00	\$ 1,000.00
Superintendent of Public Works	\$ 22,000.00	\$ 45,000.00

Water/Sewer Utility Fund

Water/Sewer Collector	\$ 5,000.00	\$ 10,000.00
Chief Financial Officer	\$ 5,000.00	\$ 15,000.00
Borough Treasurer	\$ 4,000.00	\$ 10,000.00
Water/Sewer Operator	\$50,000.00	\$ 85,000.00

Section 2. The range for hourly rates for providing wages and compensation of certain officials, positions and employees in the Borough of Roosevelt, County of Monmouth, State of New Jersey are set as follows:

Current Fund

Assistant Administrative Clerk	\$ 10.00	\$ 30.00
Public Works Employee	\$ 8.00	\$ 25.00
Public Works Artisan	\$ 8.00	\$ 12.00
Temporary Emergency Help	\$ 10.00	\$ 17.00
Snow Plow Driver	\$ 10.00	\$ 25.00
Tree Maintenance Specialist	\$ 20.00	\$ 35.00
Planning Board Secretary	\$ 11.00	\$ 25.00
Environmental Commission Secretary	\$ 11.00	\$ 25.00
Crossing Guard	\$ 15.00	\$ 25.00
Clerk/Secretary	\$ 10.00	\$ 20.00

Water/Sewer Utility

Water/Sewer Maintenance	\$ 20.00	\$ 30.00
Clerk/Secretary	\$ 11.00	\$ 20.00

Section 3. The range for providing wages and compensation for the employees of the Roosevelt Community Summer Camp in the Borough of Roosevelt, County of Monmouth, State of New Jersey are set as follows:

Summer Camp Supervisor	\$400.00/year	\$800.00/year
Nursery Program Coordinator	\$ 8.25/hour	\$ 20.00/hour
Counselor	\$ 14.50/hour	\$ 17.00/hour
Lifeguard	\$ 10.25/hour	\$ 20.00/hour
Junior Counselor	\$ 8.25/hour	\$ 12.50/hour
Band Instructor	\$ 40.00/hour	\$ 50.00/hour

Section 4. The annual salaries and hourly rates shall be established by a resolution of the Borough Council.

Section 5. The Borough's Chief Financial Officer is hereby authorized to transfer such sums of money from the municipal operating accounts to the payroll account as may be necessary to cover periodic payroll payments.

Section 6. All ordinances or parts of ordinances inconsistent herewith are repealed, but only to the extent of such inconsistency.

Section 7. This Ordinance shall become effective immediately upon its final passage and publication as required by law.

Section 8. All ordinances and parts of ordinances inconsistent herewith are hereby repealed.

Section 9. This ordinance shall take effect upon adoption and publication as required by law.

ATTEST:

APPROVED:

Kathleen Hart, Borough Clerk

Peggy Malkin, Mayor