

**Borough of Roosevelt  
33 N. Rochdale Avenue  
Roosevelt, NJ 08555**

**Mayor and Council  
Reorganization Meeting Minutes of January 3, 2017 at 7:00 p.m.**

The meeting was called to order by Mayor Ellentuck at 7:00 p.m. and he read the Open Public Meetings Act statement which stated, “Adequate notice of this meeting, as required by Chapter 231, P.L. 1975, has been provided by a public notice on January 8, 2016, which was posted on the Bulletin Board at the Roosevelt Post Office and in the Borough Hall. The notice was published in The Times and Asbury Park Press.”

Roll Call.

	<b>PRESENT</b>	<b>ABSENT</b>
<i>Councilmember Bonna</i>	✓	
<i>Councilmember Lipoti</i>	✓	
<i>Councilmember Ticktin</i>	✓	
<i>Councilmember Trammell</i>	✓	
<i>Mayor Ellentuck</i>	✓	

Also in attendance: Richard Shaklee, Borough Attorney, Kelly Tyers, Acting Deputy Clerk, Kathleen Hart.

Borough Attorney Shaklee swore Council members Peggy Malkin and Michael Hamilton into office.

Councilmember Ticktin moved the nomination of Councilmember Stacey Bonna as Council President for 2017, second by Councilmember Lipoti.

Councilmember Hamilton moved the nomination of Councilmember Peggy Malkin as Council President for 2017, second by Councilmember Trammell.

Mayor Ellentuck stated that the Council President is normally the most senior member of the Council who has not yet served as President. Councilmember Malkin request the Statue be read. Borough Attorney read N.J.S.A. 40A: 60-3(b).

Councilmember Hamilton withdrew his nomination of Councilmember Malkin.

Council members Bonna, Hamilton, Lipoti, Malkin, Ticktin, Trammell voted yes.

Councilmember Stacey Bonna approved as Council President 6-0.

Mayor Ellentuck stated that he added Resolution 17-21 through 17-23 on the Consent Agenda and changed a few names on Resolution 17-04. On Resolution 17-04 April Suk resigned as OEM Coordinator and Kelly Tyers was moved from the Deputy OEM Coordinator to OEM Coordinator, Sam Lopez was appointed as Deputy OEM Coordinator.

**Consent Agenda:**

Mayor Ellentuck opened the public comment period on the Consent Agenda, there being no comments from the public, public comment was closed.

Mayor Ellentuck asked for a motion on the Consent Agenda. Councilmember Hamilton asked to make a motion to pull some items from the Consent Agenda, Resolutions 17-05 through 17-10. Councilmember Hamilton stated that these involve contracts and would like to review the contracts. Councilmember Malkin stated she would like Resolution 17-20 pulled from the Consent Agenda.

Mayor Ellentuck asked for a motion to approve the Consent Agenda without Resolution 17-05 through 17-10 and 17-20, Councilmember Ticktin made the motion and second by Councilmember Bonna.

Council members Bonna, Hamilton, Lipoti, Malkin, Ticktin, Trammell voted yes.

Consent Agenda adopted: 6-0.

- Resolution 17-01: Adopting “Roberts Rules of Order”
- Resolution 17-02: Establishing schedule of public meetings
- Resolution 17-03: Designating official newspapers for the Borough: Trenton Times and Asbury Park Press
- Resolution 17-04: Making and Confirming Appointments for 2017 – Borough Officials
- Resolution 17-11: Providing for 2017 Temporary Budget Appropriations
- Resolution 17-12: Designating Ocean First Bank as depository for the Roosevelt Municipal Court
- Resolution 17-13: Designating First Constitution Bank, Hightstown Branch as depository for the Borough
- Resolution 17-14: Authorizing the Roosevelt Tax Collector to cancel property tax refunds and delinquencies of less than \$5.00
- Resolution 17-15: Establishing the rate of interest to be charged on delinquent taxes and other municipal charges
- Resolution 17-16: Authorizing Shared Services Agreement with Millstone Township for the utilization of Millstone Municipal Court and related personnel services
- Resolution 17-17: Appointment of Municipal Court employees
- Resolution 17-18: Authorizing Shared Services Agreement with Millstone for repair, maintenance and snow removal on Nurko Road
- Resolution 17-19: Authorizing a Shared Services Agreement with the Township of Millstone for Certified Recycling Coordinator

Resolution 17-21: Appointing Deputy Borough Clerk – Kelly Tyers

Resolution 17-22: Appointing Local Registrar of Vital Statistics – Kathleen Hart

Resolution 17-23: Confirming Assistant Fire Chief – Brian Erxleben

Councilmember Hamilton asked for a motion to discuss Resolution 17-05. Councilmember Bonna made the motion and second by Councilmember Malkin.

Councilmember Hamilton would like to review the contract for legal services. The Council discussed the legal services contract and Councilmember Hamilton stated he would like to review all the professional contracts. The Board Attorney, Richard Shaklee stated that the Contracts can be extended. The Mayor ask Councilmember Hamilton to withdraw his motion on discussing Resolution 17-05 and amend the motion to table Resolutions 17-05 through 17-10 until the January 23, 2017 meeting and extend the existing contracts until the next meeting.

Councilmember Hamilton withdrew his motion to discuss Resolution 17-05.

Councilmember Hamilton made a motion to table Resolutions 17-05 through 17-10 until the January 23, 2017 meeting and extend the existing contracts until the next meeting and second by Councilmember Malkin.

Mayor Ellentuck asked for a roll call:

Council members Bonna, Hamilton, Lipoti, Malkin, Ticktin, Trammell voted yes.

Motion to table Resolutions 17-05, 17-06, 17-07, 17-08, 17-09, 17-10 approved: 6-0

Mayor Ellentuck asked for a motion to discuss Resolution 17-20. Councilmember Malkin made the motion and second by Councilmember Bonna.

Mayor Ellentuck discussed the contract for Borough Clerk. The Clerk will come in at end of day (specific times/days TBD, 12.5 hours a week) and be available to the governing body by telephone during the day. The term of the contract is for 3 years and the salary is \$20,000. This is a statutory position. The previous shared service contract with Hightstown was \$35,000. The Mayor and Council discussed in detail the contract and the process of hiring the Borough Clerk. The Mayor advised the Council to use their assigned Borough email addresses to conduct Borough business and reminded everyone that emails are subject to OPRA. Councilmember Hamilton will only use the Borough email address for incoming, not outgoing and will be doing his reporting at the Council meetings and questioned the availability/hours. The Borough Hall will be open one evening a week for the residents.

Mayor Ellentuck asked for a roll call:

Council members Bonna, Hamilton, Lipoti, Malkin, Ticktin, Trammell voted yes.

Motion to Approve Resolution 17-20: 6-0

**Other Resolutions:**

Resolution 17-24: Appointing Councilmembers to Serve as Representatives to the Various Boards and Committees of the Borough

Councilmember Bonna made a motion, second by Councilmember Lipoti to approve Resolution 17-24 as follows:

Councilmember Ticktin - Roosevelt Senior Organization.

Councilmember Bonna - Environmental Commission until Councilmember Trammell is able to.

Councilmember Malkin - Recreation Department.

No councilmember volunteered to serve as representative to the Roosevelt Board of Education.

Mayor Ellentuck asked for a roll call:

Council members Bonna, Hamilton, Lipoti, Malkin, Ticktin, Trammell voted yes.

Motion to Approve Resolution 17-24: 6-0

Resolution 17-25: Appointment of a Representative and Alternate Representative to the Monmouth County Community Development Block Grant (CDBG)

Councilmember Malkin made a motion, second by Councilmember Lipoti to approve Resolution 17-25 as follows:

Councilmember Ticktin - Serve as the CDBG representative and Councilmember Bonna as alternate representative.

Mayor Ellentuck asked for a roll call:

Councilmembers Bonna, Hamilton, Lipoti, Malkin, Ticktin, Trammell voted yes.

Motion to Approve Resolution 17-25: 6-0

**Appointments of Council Committees:**

Mayor Ellentuck asked for a motion to discuss the Appointments of Council Committees. Councilmember Trammell made the motion and was second by Councilmember Hamilton. The Mayor asked Councilmember Trammell and Councilmember Hamilton to withdraw the motion. Motion Withdrew.

**Mayor's Appointment to the Planning Board:**

Councilmember Ticktin moved that Councilmember Malkin be approved as representative to the Planning Board, Councilmember Hamilton second.

Mayor Ellentuck asked for a roll call:

Councilmembers Bonna, Hamilton, Lipoti, Malkin, Ticktin, Trammell voted yes.

Motion to Approve Councilmember Malkin as Representative to the Planning Board: 6-0

Mayor Ellentuck appoints the following to the Planning Board:

Mark Connors, Class IV, 4 year term expiring December 31, 2020

Donna Taylor as Class II, 1 year term expiring December 31, 2017

Ed Goetzmann, moves from Alternate 4 to the unexpired term of Mark Connors, Alternate II, term expiring December 31, 2017.

Councilmember Ticktin, Mayor’s Alternate, term expiring December 31, 2017.

Alternate 3 and 4 are available.

**Mayor’s Appointment to the Environmental Commission:**

Mayor Ellentuck appoints the following to the Environmental Commission:

Eitan Grunwald, Regular Member, 3 year term ending 12/31/19, Chairperson for 2017

Kimberly Felong, Alternate I, 2 year term ending 12/31/18

Mary Tulloss, Regular Member, 3 year term ending 12/31/19

**Appointments of Council Committees:**

The Council had a lengthy discussion regarding the Appointments of Council Committees.

Mayor Ellentuck asked for a motion to approve the Appointments of Council Committees.

Councilmember Hamilton made the motion and second by Councilmember Malkin.

Council members Bonna, Hamilton, Lipoti, Malkin, Ticktin, Trammell voted yes.

Motion approved for Appointments of Council Committees: 6-0.

Mayor Ellentuck announced that the Borough Committees will be as follows:

Administration:

**Stacey Bonna, Chair**  
Jill Lipoti  
Michael Hamilton

Utilities:

**Jill Lipoti, Chair**  
Stacey Bonna  
Joseph Trammell

Public Works: **Michael Hamilton, Chair**  
Stacey Bonna  
Jill Lipoti

Community Development/Code Enf: **Michael Ticktin, Chair**  
Peggy Malkin  
Joe Trammell

Environmental Health and Safety: **Joseph Trammell, Chair**  
Peggy Malkin  
Michael Ticktin

Finance: **Peggy Malkin, Chair**  
Michael Hamilton  
Michael Ticktin

**PUBLIC COMMENT:**

Jeb Sahn, Tamara Drive: Would like the Council to have closed sessions to discuss hiring employees.

Maureen Parrott, Tamara Drive: Would like the hours posted as to the availability of the Borough Clerk and would like to know if she will be getting her emails. Would like to know if the Borough emails are confidential and can anyone view the emails. Mayor Ellentuck stated all Borough emails are subject to OPRA.

The Council discussed availability of tapes of previous recording meetings and Borough emails be accessible to the Borough Council. Mayor Ellentuck resigned as Webmaster.

The Council discussed the server, how they operate and how they can get access to the server. The Mayor made a request to get an IT person to come in to discuss with the Council how the server and emails are handled.

Sharon Unger, Farm Lane: Would like the Council to work together better and represent the people. When the residents talk, the Council needs to listen.

Councilmember Ticktin moved to adjourn at 8:30 p.m., Councilmember Malkin second. All ayes.

Respectfully Submitted,

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Kathleen Hart, Borough Clerk

Approved: February 27, 2017