

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

**Mayor and Council Regular Meeting Minutes of May 8, 2017**

Mayor Ellentuck opened the meeting at 7:02 p.m. and 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 3, 2017, which was posted on the former 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:

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

Also in attendance: Richard Shaklee, Borough Attorney, Steve Kleinman, Special Attorney, Kathleen Hart, Borough Clerk, Kelly Tyers, Deputy Clerk

**MAYOR’S REPORT:**

- Mayor and OEM attended a Monmouth County Shared Service Summit on May 5, 2017 regarding the services Monmouth County offers.
- Solares Landscaping, Inc. (mowing contractor) is doing a great job.
- Gas Station update: "Drug entrepreneurs" showing interest and will bring another team out to look at the gas station.
- Budget - hope to have soon.
- Union Beach Fire Company is in need of equipment and is interested in the emergent hoses that are certified.
- Met with the new PSE&G representative and they will be going house by house looking for gas leaks; will notify residents.
- Received cost and solution from the Engineer regarding removing the millings at the water tower and repaving.
- Code Red (reverse 911 system) is up for renewal.

**APPROVAL OF MINUTES: March 27, 2017**

Councilmember Ticktin made a motion to approve the March 27, 2017 Regular Meeting Minutes, second by Councilmember Bonna.

Roll Call:

AYES: Bonna, Hamilton, Lipoti, Malkin, Ticktin, Trammell  
 NAYS: None

ABSTAIN: None

ABSENT: None

**PUBLIC COMMENT FOR CONSENT AGENDA:** None

**CONSENT AGENDA:**

Resolution 17-62: Resolution to Pledge Support for the NJ Wildlife Action Plan in Support of Roosevelt's Application for Sustainable Jersey Recognition

Resolution 17-63: Resolution to Authorizing the Repair of the Liquid Chlorine Tanks

Resolution 17-64: Authorizing Temporary Emergency Appropriations #4

Resolution 17-65: Payment of Bills

Councilmember Ticktin made a motion to approve the Consent Agenda, second by Councilmember Malkin.

Roll Call:

AYES: Bonna, Hamilton, Lipoti, Malkin, Ticktin, Trammell

NAYS: None

ABSTAIN: None

ABSENT: None

**OTHER RESOLUTIONS:**

**Resolution 17-66: Resolution to request R3M to assess Roosevelt's Compliance with the Toxic Catastrophe Prevention Act and to Make Recommendations**

Comments:

Councilmember Lipoti:

- NJDEP is required to inspect the water plant to ensure compliance with TCPA as chlorine gas is used as part of the treatment process. The Inspector will be out next week and fines could be in excess of \$8,000 per year.
- The current engineer firm for the water/sewer plant, R3M, would conduct this audit to see if we are still in compliance and make any recommendations.
- If not in compliance this would be a tremendous cost to the town.
- Cap engineering fees at \$2,000.

Councilmember Hamilton:

- Not sure if this is in the best interest of the taxpayers to use this particular vendor as there is approximately \$100,000 in outstanding invoices that we have no idea how they are getting paid.
- Feels this creates a hostile situation; vendor could manipulate the process and should look at other engineering firms, such as Carmela Roberts.
- We should be careful with the taxpayer's money.
- Feels there is an adversarial relationship with R3M and strongly recommends not using this vendor.

Councilmember Malkin

- Agrees with Councilmember Hamilton that we should not use this firm.

Mayor Ellentuck:

- There is a 2017 contract with R3M to handle this type of matter.
- Did in depth analysis of the outstanding invoices due R3M;

The Council discussed R3M outstanding invoices; dispute invoices after the cut-off date of November 14, 2016 specifically \$26,441 dated 12/31/16. Approximately \$53,378 relate to reimbursement, general tech and the Rochdale project.

Councilmember Lipoti made a motion to approve Resolution 17-66 amended not to exceed \$2,000, second by Councilmember Ticktin.

Roll Call:

AYES: Bonna, Lipoti, Ticktin,  
 NAYS: Hamilton, Malkin  
 ABSTAIN: Trammell  
 ABSENT: None

Mayor Ellentuck introduced Special Attorney, Steven Kleinman. Richard Shaklee, Borough Attorney represents Monroe Fire District #2 and any discussion would be a conflict.

**Resolution 17-67: Authorizing the Advertisement of Bids for a Plenary Retail Liquor Distribution Alcoholic Beverage License**

Comments:

Richard Shaklee, Borough Attorney, reviewed resolution and requested removing any reference to forms attached hereto and made a part hereof.

Councilmember Malkin made a motion to approve Resolution 17-67 as amended to remove any reference to forms attached hereto and made a part hereof, second by Councilmember Ticktin.

Roll Call:

AYES: Bonna, Hamilton, Lipoti, Malkin, Ticktin, Trammell  
 NAYS: None  
 ABSTAIN: None  
 ABSENT: None

**Resolution 17-68: Authorizing Contract for Spring Branch Pick Up**

Comments:

Eitan Grunwald, Environment Commission, is in favor off twice a year branch pickup or at least once a year. Yard waste should be recycled. Councilmember Malkin will speak to the CFO to include branch pick up for spring and fall in the budget. Mayor Ellentuck stated that Branch Pick Up is scheduled for June 5, 2017 and that all branches must be put out prior to June 5, 2017.

Councilmember Bonna made a motion to approve Resolution 17-68, second by Councilmember Ticktin.

Roll Call:

AYES: Bonna, Hamilton, Lipoti, Malkin, Ticktin, Trammell

NAYS: None

ABSTAIN: None

ABSENT: None

**ORDINANCES:**

**2017-002 SECOND READING AND PUBLIC HEARING:**

ORDINANCE PROVIDING FOR THE SUPPLEMENTAL APPROPRIATION FOR MUNICIPAL BUILDING IMPROVEMENTS IN THE BOROUGH OF ROOSEVELT AND APPROPRIATING \$30,000 THEREFORE, AUTHORIZED IN AND FOR THE BOROUGH OF ROOSEVELT, IN THE COUNTY OF MONMOUTH, NEW JERSEY

On a motion by Councilmember Hamilton to adopt Ordinance 2017-02, second by Councilmember Ticktin.

Mayor Ellentuck explained the purpose of this ordinance is to allow up to \$30,000 to fix the roof at the Borough Hall. The roof leaked and the Borough records that was stored in the attic were moved from the attic and placed temporarily in the 3rd bay and trailer.

Mayor Ellentuck opened the public hearing to the public at 7:40 p.m. Mayor Ellentuck stepped down and handed the chair over to Councilmember Bonna.

Bert Ellentuck, 22 Homestead Lane:

- Questioned if this appropriation was for work that has already been done.

Mayor Ellentuck stated no work has been done.

Councilmember Hamilton stated that 2 separate proposals were received. One for the flat portion which came in at \$15,000 and the non-flat roof came in at \$7,000. Would like to get bid specs to bid the whole project. Need to vent for carbon monoxide in the bays. Would like the engineer to come out to inspect. Roof has 3 layers of shingles and plywood might need to be replaced.

Mayor Ellentuck stated that he would like to fix the non-flat roof now and the flat roof later (over the 1st Aid Building). Roof is about 50 years old.

Councilmember Trammell stated the roof over 1st Aid Squad could be repaired and perhaps a truss type roof could be installed.

Mark Connors, 23 North Rochdale:

- Bring people in who knows what they are doing and fix it.

Nancy Warnick, 2 Homestead Lane:

- Questioned why this being done by Ordinance rather than a Resolution is and is this part of a Bond?

Richard Shaklee, Borough Attorney, stated the money is coming from a Capital Improvement fund.

Mayor Ellentuck closed the public hearing at 7:50 p.m.

Councilmember Hamilton agreed with Mr. Connors that an expert needs to look at the roof and questioned Section 2 of the Ordinance as to what plans are on file.

Councilmember Lipoti stated that Carmela Roberts, Borough Engineer has looked at the 1st Aid portion of the building and could put a plan together to raise the clearance for the ambulances and to get the exhaust out of the building.

Mayor Ellentuck stated that this Ordinance will be used to fix the non-flat part first as it is an emergency, then decide what money is left to repair the 1st Aid building and then bond, if needed.

Roll Call:

AYES: Bonna, Hamilton, Lipoti, Malkin, Ticktin, Trammell

NAYS: None

ABSTAIN: None

ABSENT: None

**2017-003 INTRODUCTION AND FIRST READING**  
CALENDAR YEAR 2017 ORDINANCE TO EXCEED THE MUNICIPAL BUDGET  
APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (NJSA. 40A:4-45.14)

On a motion by Councilmember Malkin to introduce Ordinance 2017-03, second by Councilmember Ticktin.

Comments:

Mayor Ellentuck stated that normally you establish the Cap Bank when you introduce the Budget. CFO asked for the introduced Budget be on tonight's agenda but refused as he has not seen the budget yet.

Roll Call:

AYES: Bonna, Hamilton, Lipoti, Malkin, Ticktin, Trammell

NAYS: None

ABSTAIN: None

ABSENT: None

Public Hearing to be held on May 22, 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:

- Takes walks on the nature trail and commented on how beautiful the town is in springtime and very well kept.
- Read Public Works Committee Meeting report that was held on April 17, 2017 (see attached).
- Kelly Tyers to arrange street cleaning with the County and can be paid through the Clean Communities grant.
- Solares is doing a great job; gave contact information to owner if they have any questions about the specs.
- Contacted Carmela Roberts, Engineer and asked about any recommendations to the 1st Aid building regarding the roof and possibility to renovate. She recommended using the architect before; they were very reasonable. What drives the work is the new building codes, electric box is outdated and carbon monoxide issues.

Mayor Ellentuck asked about the bulletin board as the Fund for Roosevelt offered to pay for the installation of the bulletin board. Would like to get this done ASAP. Energy Audit - 75% payment from the State. Old fire house is collapsing and shifting. Would like some decisions if we are going to fix or not. Heard from PEOSHA regarding the 1st Aid Building. Homeowners insurance rates are going to go up as the fire company is no longer in existence in Roosevelt.

Mayor Ellentuck asked for a motion to accept the kind offer from the Funds for Roosevelt to pay Gary Edlestein to replace the Bulletin Board at the Post Office with no objections to similar size. Councilmember Bonna moved the motion, second by Councilmember Trammell. All in favor.

Councilmember Trammell would like if the Borough Engineer comes out to look at the 1st Aid building to also look at the old fire house and see if it can be rehabilitated.

Councilmember Lipoti requested a carbon monoxide detector be installed over by the kitchen.

Councilmember Hamilton would like the smoke detectors be updated in the Borough Hall.

Councilmember Michael Ticktin, Community Dev & Code:

- Gas station update - proposed medical marijuana facility should be in front of the borough council or Planning Board.
- Senior meeting changed to June 5, 2017 at noon.
- Weekend of Old Monmouth was held this past weekend and 18 people came to school to look at the Mural and gave a walking tour.
- Speaker at graduation will be Perrin Roosevelt Ireland, great grandfather was President Roosevelt.
- School trip was at Hyde Park.

Councilmember Stacey Bonna, Administration/Environmental Rep.:

- Administration is reviewing job descriptions received from staff.
- The draft of the Forest Management Plan is being reviewed by the advisory group and was sent to public works. Final version to be reviewed at the Environmental Commission meeting on May 24, 2017.

- Stream monitoring training for volunteers is rescheduled for June 17, 2017 and is led by Mary Tulloss.
- The invasive species are being removed at the Pocket Park on June 3, 2017.
- Volunteers built new platforms and replaced posts on the trails.
- Woodland trail vandalism - fence was erected and sign was posted.

Mayor Ellentuck asked Administration Committee to schedule a week to close the Borough Hall for the staff to clean up the old records.

The Council discussed the security cameras at Borough Hall and the need for a new alarm system, locks and ID cards. Richard Shaklee will review Employee Handbook regarding the policy for the security cameras.

Board Attorney, Richard Shaklee: None

Councilmember Peggy Malkin, Finance/Planning Board Rep.:

- Budget should be ready any day but has not seen final copy. Will contact CFO to see if he can add an additional branch pick up for the fall.
- Planning Board - residence request a shed like structure for additional storage. Storage is an issue for many residence in town. Planning Board needs to discuss further and revisit ordinances.
- Met with Eric Schubiger to discuss 4th of July and Summer Recreation program.

Councilmember Jill Lipoti, Utilities:

- Proceed with replacement of the liquid chlorine tanks that was voted on early.
- Water/Sewer Committee met with CFO prior to Council meeting to review budget.

Mayor Ellentuck called a short recess at 8:45 p.m.

Mayor Ellentuck opened the meeting at 8:57 p.m.

Richard Shaklee, Borough Attorney recused himself at 8:58 p.m. due to a conflict with the Emergency Services Contracts.

Councilmember Joe Trammell, Envi, Health & Safety:

- Discussed with Steve Kleinman, Special Attorney, the two contracts (Monroe Twp. and Millstone Twp. Fire Companies. More detail will be discussed at the Special Meeting scheduled for May 17, 2017.

Mayor Ellentuck would like not to discuss the specific contracts at this time for ethical reasons.

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

Mary Tulloss - Environmental Commission:

- There are two parts of Stream Monitoring:
  - Habitat Assessment - what species are there
  - Measurement Assessment - health of stream
- Looking for volunteers

### **OLD BUSINESS:**

### 1. Emergency Services Discussion:

Mayor Ellentuck said the Council has had many discussions with many different views. Feels that being close and having a long-term relationship is very high on his list of priorities but Councilmember Tickin feels having a 24/7 paid squad is very high on list of priorities. He googled the distance from Monroe Fire Department (10 Halsey Reed Road) to Hilltop Swim Club (40 Clarksburg Road) and it came up with 6.3 miles, 11 minute drive. Must take in consideration the light on Route 33 and the stop signs. Questioned the time Chief Carbin stated previously of 5 minutes and 48 seconds. He feels Chief Carbin was wrong in his calculation.

Councilmember Malkin and Hamilton do not agree with the amount of time that the Mayor's came up with. Councilmember Bonna would like the State Police to time the distance. Councilmember Hamilton would like to get an independent study.

Councilmember Trammell and Mayor Ellentuck discussed Contract #3 regarding the assessed value. Mayor Ellentuck said it is based on assessed valuation based on today's rate which is \$72,000. When you combine the assessed valuation of Roosevelt and Millstone you bring the total assessed valuation up and therefore bring the rate down which is currently 8.5%. Councilmember Trammell would like to see this calculation in the contract stating if we did calculation today, this is what the amount would be for the year. Mayor Ellentuck asked Dave Markunas, Millstone Township Fire Commissioner (who was in the audience) said they would be willing to discuss.

Mayor Ellentuck had a long conversation with Mr. Stout, Monmouth County Fire Marshall, who stressed that it is best to stay in the County. That cross county shared services leads to a lot of technical and practical issues. Mr. Stout is willing to come to the Special Meeting on May 17, 2017. Councilmember Malkin asked the Special Attorney to put together a list of cross county towns that have a shared service agreement for emergency services. Councilmember Malkin will remind Chief Carbin about the paperwork he promised regarding overriding the State mandate that equipment not go to adjoining towns or adjoining counties without the OEM's current consent.

The Council is still waiting for the final contracts from Millstone and Monroe.

Richard Shaklee, Borough Attorney returns at 9:30 p.m.

### **NEW BUSINESS:**

1. Stream Monitoring Training – Meeting Date- Saturday June 17 - 9:00 – 4:00
2. Branch Pick Up week of June 5<sup>th</sup> – Clean Up
3. Mayor's Award for Roosevelt Public School 2017 Graduate in the amount of \$100
4. Monmouth County Shared Services Summit 2017 - Attended by Mayor and OEM; many services they offer such as truck washing, snow plowing, street cleaning (see attached).
5. Adrienne & Larry Cheshier – Use of Borough Hall for Saturday May 27, 2017 from 3:00 pm – 7:30 pm regarding making a video for a charity organization Yad Ezra – The Helping Hand - **COUNCIL DECLINED USE OF BOROUGH HALL**



Councilmember Malkin brought up concerns regarding the need for no parking signs at the synagogue. Richard Shaklee, Borough Attorney, will draft a parking ordinance regarding no parking in front of synagogue and sewer plant.

Councilmember Malkin questioned who decided to change locks at Borough Hall and why no email was sent to Council.

Councilmember Malkin would like R3M do a presentation at a Council meeting regarding the outstanding invoices and explain what they have been doing. Councilmember Lipoti will contact R3M if they are willing to come in to talk to the Council. Mayor Ellentuck will send out spreadsheet regarding the analysis of the outstanding invoices to the Council. Richard Shaklee, Borough Attorney said this needs to be addressed in executive session.

### **PUBLIC COMMENT:**

Mayor Ellentuck opened the public comment at 9:46 p.m.

Richard Shaklee, Borough Attorney recused himself at 9:46 p.m. due to a conflict with the Emergency Services Contracts.

Deb Lenart - 5 Elm Court:

- Was told that if the fire house was voted down, Council would hold an emergency meeting and in an hour we will have a contract from Monroe. Would like to know where is the contract? Councilmember Malkin stated they are still working on the contract.
- Some members of the Council campaigned against the recent special election regarding the water/sewer bond and would like to know why now these members want to speak with R3M regarding the study when they should of done this prior to election.

Mark Connors 23 Rochdale Ave

- Certified to drive a police car, ambulance and fire truck. Asked Council who knows how to drive a fire truck.
- You can't drive a pumper truck from Monroe in 5 minutes. This is a heavy truck, slower braking and slower starting up.
- Stop making decisions in a political views and make them in a realistic view (real world).

Maureen Parrott - 2 Tamara Drive:

- Believes the true rate from Millstone is 10.99
- Wants the Tax Assessor from Millstone to certify the rate
- Would like to know how long it would take Millstone to get here during the middle of the night.

Bert Ellentuck, 22 Homestead Ln

- Can't believe that contracts were shared between the fire companies and changes are to going to be made - very unethical!
- Bids can't be shared!

Bob Kragen - 7 School Lane:

- Should not lose or let go of the Fire Company
- Would like brush trucks at various locations around town
- Should do mix and match
- possible look at what is necessary to keep the Roosevelt fire fighters to help out

Mayor Ellentuck stated that the some of the firefighters have moved to other towns. We no longer have a brush truck or fire truck. They were donated to various fire companies.

Richard Shaklee, Borough Attorney returns at 10:03 p.m.

Bert Ellentuck, 22 Homestead Ln

- Correction - carbon monoxide does not go through the roof
- Liquor license is for sale so why does the sign still say liquor.
- Parking issues at the synagogue - leave system as is,
- Last referendum - what is going to happen now? Are they going to pay the bills with current fund or just continue to argue?

Sharlene Ellentuck - 40 Pine Drive:

- Thanked the Mayor for dealing with all the issues that come up every day and if members of the Council want an email every time a decision is made, their email boxes would crash.

Mark Connor - 22 North Rochdale:

- First Aid Squad would like to receive 1/2 of the donation they received every year as they need to pay insurance bills.
- Fire insurance has gone up for residents. This is a fact.
- Maintenance needs to be done on Borough buildings.
- Trash pickup - does it go to Mercer or Monmouth County landfill. If going to Mercer we are paying too much.
- Thinks including the bill list in the public agenda packet is a good thing but is still waiting for an answer from the Finance Committee in response to a \$600 bill regarding removal of leaves off the roof.

Councilmember Malkin stated that it was not Finance Committee decision but does not know the answer. She did not ordered the work. When the bills come in, we approve or disapprove them. The work was ordered, it was done and has to be paid for. The Finance Committee does not discuss every bill on the bill list.

Mayor Ellentuck will get a break down on this invoice.

Mary Tulloss – 21 Lake Drive:

- Planted Day Lily over by Amphitheater and wants the County not to mow down.

Maureen Parrott - 2 Tamara Drive:

- Solares is doing a great job!
- Woodland Trail - end of Pine to Route 571 is beautiful!
- Would like path closest to Tamara, to have wood chips installed over the muddy area.

**CLOSED SESSION: None**

**ADJOURNMENT:**

Mayor Ellentuck asked for a motion to adjourn.

Councilmember Bonna moved to adjourn at 10:22 p.m., Councilmember Malkin second. All ayes.

Respectfully Submitted,

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Kathleen Hart, Borough Clerk

Adopted Date: July 10, 2017

## Public Works Committee Meeting of April 17, 2017

Attending: Councilmembers Mike Hamilton, Stacey Bonna, Jill Lipotti

Discussion: We discussed a number of public works projects, which are needed and prioritized them.

- Initiate a **PSE&G Energy Audit**, which is free and would help us to make decisions concerning energy efficient lighting; air conditioning and insulating the building better to save taxpayers money.

**#1 Priority: Full Roof Replacement of borough hall.** This was given top priority due to ongoing water damage and cracks in the wall.

We have (2) existing quotes from this year for roof replacement.

Existing quotes include removal of (3) layers of roofing;

- Replacement Non-Flat portion of roof      \$7,900
- Replacement Flat Portion of roof      \$14,825
- Replace gutters      \$3,500
- Repair cracks in wall
- Plywood base \$50 per sheet as needed

CFO Recommended using money from an already Fully Funded Ordinance for \$30,000 (bond not needed). To cover roof replacement & gutters.

We Reviewed Quotes for **Air conditioner in borough hall.**

- Existing air conditioner is from (2006)
- Unit has been freezing-up periodically. May need fins & coils cleaned.
- Unit should be inspected to see if we should repair or replace.

(2016) quotes: To give an idea of the costs of replacement:

- \$17,000 for 4-wall mount units
- \$10,000 for 3-units
- Need assessment (repair or replace) and new quotes.

## **During the last PW Committee Meeting We Inspected the First Aid Squad Facilities:**

### **Tasks: Bay #1**

- Clean-out Bay #1 currently used for storage (summer camp and EC).
- **Order Repair of Bathroom Sink.** Toilet is functional.

Records: Council members need to sort through all of the old records and dispose of ones which we are able to (see records retention schedule). Form teams to do this over the summer. Scan many documents. Need horizontal storage cabinets.

### **Discussed pros and cons of options regarding First Aid Squad facilities:**

- Rehab existing 1<sup>st</sup> aid squad facilities
- New pole barn at location of old fire house building: (estimated cost \$335,000 + \$75,000 new generator + \$65,000 lift station.)

- 
1. Need to dispose of white truck that was to be decommissioned.
  2. Noticed **cameras installed** in borough hall. When, who, why, who has access to monitoring. Is there audio? Council vote & discussion? On bills list?

### Other Needs:

- **Street cleaning**-may be able to use Clean Communities grant money which has accumulated.
- **Wood Chipping:** 2X per year.
- **Signs:** "No Parking" needed near STP. (2) Dog Ordinance signs: replace cemetery sign, new sign at 'pocket park'.
- **Salt Pile Enclosure:** needed at STP

### Other PW Matters for Discussion:

1. Removal of signs from resident's property by County Road Crew.
2. Bulletin Board replacement
3. Cyanide Traps
4. Branch Pick Up
5. Street Cleaning-can use Clean Communities Money (accumulates)