

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

**Mayor and Council
Regular Meeting Minutes of November 27, 2017**

Councilmember Malkin opened the meeting at 7:00 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 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.”

OATH OF OFFICE:

Borough Municipal Clerk Hart administered the Oath of Office to Mayor Malkin, Councilmember Filepp and Councilmember Sheean.

Roll Call.

	PRESENT	ABSENT
<i>Councilmember Filepp</i>	✓	
<i>Councilmember Hamilton</i>	✓	
<i>Councilmember Parrott</i>	✓	
<i>Councilmember Trammell</i>	✓	
<i>Councilmember Sheean</i>	✓	
<i>Mayor Malkin</i>	✓	

Also in attendance: Ira Karasick, Esq., Kathleen Hart, Borough Clerk

MAYOR’S REPORT:

Mayor Malkin congratulated the new members on the Council.

BOROUGH COUNCIL APPOINTMENT:

Mayor Malkin asked for nominations selecting Council Member to serve as Council President for the remainder of 2017. Councilmember Hamilton nominated C/Trammell, second by C/Filepp. All Ayes.

PUBLIC COMMENT (Agenda items only):

M/Malkin opened the public comment for agenda items only at 7:07 pm.

The following individual spoke during public comment: Bert Ellentuck, Mark Connors, Stacey Bonna.

C/Malkin closed the Public Comment at 7:40 pm.

APPROVAL OF MINUTES:

October 11, 2017 Regular Council Meeting Minutes

On a motion by C/Hamilton, second by C/Parrott, the Minutes of October 11, 2017 were approved. All Ayes.

October 23, 2017 Regular Council Meeting Minutes

On a motion by C/Hamilton, second by C/Filepp, the Minutes of October 23, 2017 were approved. All Ayes.

CORRESPONDENCE:

Email received from Robert Kragen, dated October 23, 2017.

RESOLUTIONS:

Resolution 17-122 Payment of Bills for November 13, 2017

On a motion by C/Hamilton, second by C/Trammell, Resolution 17-122, Payment of Bills for November 13, 2017 was moved.

Council discussed Comcast and Verizon bills and why both services are at Borough Hall. C/Parrott made a motion for an ad hoc committee consisting of C/Hamilton, C/Trammell, C/Parrott to review all bills and investigate all IT connections with Verizon and Comcast, second by C/Hamilton. All in Favor

Resolution 17-122, Payment of Bills for November 13, 2017 was approved by the following vote:

Roll Call:

AYES: C/Filepp, C/Hamilton, C/Parrott, C/Sheean, C/Trammell
NAYS: None
ABSTAIN: None
ABSENT: None

Resolution 17-123 Renaming of Roosevelt Woodland Trail to Ron Filepp Roosevelt Woodland Trail

On a motion by C/Hamilton, second by C/Trammell, Resolution 17-123, Renaming of Roosevelt Woodland Trail to Ron Filepp Roosevelt Woodland Trail was moved. C/Filepp recused herself.

Council discussed the renaming of the trail. C/Hamilton stated it is a wonderful tribute to Ron's work on the trail.

Roll Call:

AYES: C/Hamilton, C/Parrott, C/Sheean, C/Trammell
NAYS: None

ABSTAIN: None

ABSENT: None

Resolution 17-124 Payment of Bills for November 27, 2017

On a motion by C/Hamilton, second by C/Filepp, Resolution 17-124, Payment of Bills for November 27, 2017 was moved.

Council discussed reviewing bills that are on the bill list prior to the Council meeting. This matter will be discussion further under New Business.

Resolution 17-124, Payment of Bills for November 27, 2017 was approved by the following vote:

Roll Call:

AYES: C/Filepp, C/Hamilton, C/Sheean, C/Trammell

NAYS: None

ABSTAIN: C/Parrott

ABSENT: None

Resolution 17-125 Resolution Authorizing Transfer of Appropriations for 2017

On a motion by C/Hamilton, second by C/Parrott, Resolution 17-125, Authorizing Transfer of Appropriations for 2017, was moved.

Council discussed that this is standard practice for municipalities.

Resolution 17-125, Resolution Authorizing Transfer of Appropriations for 2017 was approved by the following vote:

Roll Call:

AYES: C/Filepp, C/Hamilton, C/Parrott, C/Sheean, C/Trammell

NAYS: None

ABSTAIN: None

ABSENT: None

Resolution 17-126 Resolution Appointing Part-Time Public Works Employee – Gregory Defoe

On a motion by C/Hamilton, second by C/Parrott, Resolution 17-126, Appointing Part-Time Public Works Employee – Gregory Defoe, was moved.

Council discussed supervision of employees and their responsibilities. Administration Committee will review procedures. Borough Attorney stated that the Mayor is the executive authority and it's the Mayor's responsibility to appoint all employees of the Borough with the advice and consent of the Council and amends resolution.

Resolution 17-126, Resolution Appointing Part-Time Public Works Employee – Gregory Defoe was approved by the following vote:

Roll Call:

AYES: C/Filepp, C/Hamilton, C/Parrott, C/Sheean, C/Trammell
NAYS: None
ABSTAIN: None
ABSENT: None

Resolution 17-127 Resolution Appointing Part-Time Public Works Employee – Gregory Possiel

On a motion by C/Hamilton, second by C/Trammell, Resolution 17-127, Appointing Part-Time Public Works Employee – Gregory Possiel, was moved.

Council discussed the rate of pay that George Possiel receives for water/sewer.

Resolution 17-127, Resolution Appointing Part-Time Public Works Employee – Gregory Possiel was approved by the following vote:

Roll Call:

AYES: C/Filepp, C/Hamilton, C/Parrott, C/Sheean, C/Trammell
NAYS: None
ABSTAIN: None
ABSENT: None

C/Hamilton stated that all Borough employees will need to pass a background check and obtain a motor vehicle abstract.

REPORTS OF COMMITTEE CHAIRS:

Councilmember Michael Hamilton, Public Works: See attached.

Councilmember Maureen Parrott, Administration: None

Finance/Planning Board Rep./Recreation: None

Councilmember Joe Trammell, Utilities:

- Discussed the following: Meeting with DEP on November 29, 2017 at sewer plant; leak at 2 North Valley causing 2 & 4 North Valley and Solar Village having no water for a few hours to fix repair. A formal action plan needs to be implemented to notify homeowners in case of a water emergency. C/Filepp will look into this.

Envi, Health & Safety/Envi Rep: None

Councilmember Robin Filepp, Community Dev/Code/Senior Rep.: See attached.

- Discussion on the following: Deli and liquor license - Borough Attorney will review the uses for the deli apartment and procedures for selling liquor license “package license”; Received an email from Elsbeth Battel regarding the land swap – Borough Attorney will contact prior Borough Attorney for records on this matter and advise council.

REPORTS OF BOROUGH OFFICIALS: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

1. Usage of Borough Hall – RAP on the following dates at 8PM: 11/18/17, 12/16/17, 1/20/18, 2/24/18, 3/24/18, 4/7/18, 5/11/18, 5/12/18, 6/23/18. **Vote: All in Favor**
2. Usage of the Amphitheater – East Windsor Area Girl Scout Ceremony on June 10, 2018 from 11am – 4pm. **Vote: All in Favor**
3. Redbud Planting at Homestead/N. Valley Triangle – Environment Commission.
Vote: All in Favor
4. Council Agenda Meetings: C/Parrott discussed the Council change the structure of the Council meetings to one being an agenda meeting (non-action meeting). The Council discussed. C/Hamilton discussed the advantages and disadvantages and that Council Committees need to be active and meet in order for agenda meetings to work. C/Parrott and C/Hamilton will look at protocols and bring back to the Council.
5. Expenditure Protocols: C/Parrott discussed concerns over expenditures and would like procedures on these expenditures. The Council discussed and Administration and Finance Committee will review procedures.
6. Citizen Advisory Committee: C/Parrott would like a Citizen Advisory Committee for Staffing Needs to review if we need an Administrator and additional office help. The Council discussed and Administration and Finance Committees will review and come up with concepts.
7. Implement Online Bill Pay by January 1, 2018: C/Parrott would like a resolution to implement online bill pay by January 1, 2018 for water/sewer taxes. The Council discussed. Borough Attorney stated that there is a whole procedure that needs to be done. M/Malkin will follow up with the CFO, Tax Collector and Auditor.
8. Orientation Session by Borough Attorney: C/Parrott would like the Borough Attorney to give the new Council members a session on the administrative duties, duties of council members/committee chairs at a regular meeting or special meeting. Borough Attorney would go over concerned about ethical issues, OPMA and OPRA. M/Malkin suggest waiting until reorg meeting.
9. Bills Online: C/Parrott makes a motion to pass a resolution to have the CFO see that the bills are online one week prior to the Council votes on the bill list, second by C/Hamilton. The Council discussed. C/Trammell would like the Finance Committee to discussion prior to making any decisions with George Lang, CFO and Ana Debevec, Treasurer regarding getting the bills online. C/Parrott will continue to do an OPRA.

C/Trammell makes a motion to TABLE. No second or discussion needed.

Roll Call:

AYES:	C/Filepp, C/Hamilton, C/Sheean, C/Trammell
NAYS:	C/Parrott
ABSTAIN:	None
ABSENT:	None

VACANCIES ON COUNCIL COMMITTEES:

C/Sheean will be on the following committees:

Environmental Health & Safety, Chair
Administration
Public Works

PUBLIC COMMENT (Any item):

C/Malkin opened the public comment for any item at 9:55 pm.

The following individual spoke during public comment: Jeb Shahn, Deb Lenart, Nick Murray, Michael Ticktin, Sharon Walz, Mark Connors, Bert Ellentuck, George Aspercolas, and Rob Masterson.

C/Malkin closed the Public Comment at 10:44 pm.

CLOSED SESSION: None

C/Hamilton moved to adjourn at 10:45 p.m., C/Parrott second. All ayes.

The audio tape is available in the Clerk's Office at Borough Hall.

Respectfully Submitted,

Kathleen Hart, Borough Clerk

Adopted Date: December 27, 2017

Public Works Committee Report November 27, 2017

Public Works Positions

- 6 applications received
- Interview Committee interviewed 3-candidates for P/T positions
- Offer made and accepted initially by 2-candidates

PW Committee Meeting: Plowing & Salting of Borough Roads.

- **Toby Moore**-went over operational needs for snow & ice removal, created map of critical locations to be cleared. Includes plowing, brining, deicing and shoveling of plants & key components.
- **Antonio Solares**-Negotiated costs and terms for plowing. County must clear the County roads first so there is a need to contract for timely services. Will charge based on total snowfall/cost per inch. Cost will include plowing and shoveling municipal walkways and clearing plant access ways and emergency service bays.
- **Monmouth County Roads Dept.** Utilize existing contract. Fees were reviewed. County will brine & salt borough roads prior to snowfall and after plowing by our contractor is completed. Cost is reasonable.
- Cost to brine & salt roads (estimated 1-½ hrs) \$660 (past we pd 850)
- Will pre-treat all roads w/brine & salt prior to storm
- Will salt again after plowing by our employees or contractor
- Will save wear/tear borough equipment. Frees up our PW employees for additional work.
- Monmouth County Public Works employees are well-trained and professional. The department is well funded and well equipped.
- Recommendation that they salt & brine our roads whenever they brine & salt the county roads.
- In January, a contractor charged us \$5,450 for a snowstorm. They billed us \$850 for salting (no brining) vs \$660 for brining & salting.
- WE are utilizing an existing shared-services agreement and the County will provide services at their cost saving our homeowners \$.

Trees Removed: Volunteers; Joe Trammell & Dave Curtis & Myself

- Hartlee-Tree down on their fence, removed.
- Woodland Trail-near cemetery. Tree blocking trail cleared.

**Roosevelt Borough Community Development Committee Report
November 27, 2017**

As follow up to the recommended action from Committee Meeting on September 9, 2017, committee members C/Joseph Trammell, C/Maureen Parrott and C/Filepp met with Mr. and Mrs. Gade, owners of the property known as the Deli at Rochdale on Thursday, October 26, 2017.

The meeting goal was for information-gathering purposes only to get an update on the status of the potential leasing of the Deli and the attached apartment.

The update:

The commercial space has received a Certificate of Occupancy from the Borough and a food license from the Borough and Monmouth County.

The apartment is ready to rent but not occupied. The Gades will apply for a Certificate of Occupancy once it is rented but before occupation which is the standard procedure.

The Gades ownership of a package liquor license expired due lack of use and returned to ownership by the Borough.

The Gades originally purchased the license for \$50,000.

In 2016 the Borough publicly offered the license for purchase for \$150,000.

There were no offers.

Mr. Gade stated that if there is a package liquor license attached to the business space that he has an interested party.

And that it is a challenge to find leasees willing to start a business without the liquor license based on projected revenue.

Mr. Gade stated that he is interested in purchasing the license again but not for \$150,000.

The apartment:

The Deed covenant requires that any party renting and living in the apartment must be a family member of the business owner or a full time employee of the business.

The Gades have not found potential leasees of the Deli that also want to live in the apartment.

The Gades and potential leasees also found the need to find a full time employee that also wants to live in the apartment is an obstacle. Further complicated by the fact that if for any reason the employee quits or is let go - that they would also have to vacate the apartment . And then the search for a new employee would have the same additional live-in requirement.

During the tour of the apartment C/Filepp asked hypothetically if the Gades were open to the concept of using the apartment as a community resource. The example presented: as an artist cooperative with a number of artists sharing the rent (not as a living space) to have access to the space for regular exhibitions, workspace, workshops and the like. And/or through an arrangement with the Roosevelt Arts Project. The apartment is large with lots of windows for light and expanses of walls for exhibition space. There is a need for a regular exhibition space and one dedicated to the arts in general in town. The location, connected to a commercial food space on a busy road with parking, is potentially conducive to this multi-use concept. The Gades stated that they were open to and welcomed this idea.

The Committee members, based on this information gathering and response from the Gades recommends that the Council:

- revisit the cost of the package liquor license, following appropriate protocol, with the Gades;
- Determine that if the apartment space is not used as a residence, but rather as a community arts space and resource leased to a non-profit organization, that that would be within the bounds of the zoning ordinance.

Respectfully submitted:

C/Robin M. Filepp
Chair