

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

**Mayor and Council
Regular Meeting Minutes of December 11, 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.”

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 discussed the Council will be filling the vacant council seat; Public Works will discuss the first snow storm of the season; First Aid.

APPOINTMENT: Council member (filling vacant seat)

C/Hamilton made a motion to present the name of Cody Parker as Council Member, second by C/Parrott.

Roll Call:

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

NAYS: None

ABSTAIN: None

ABSENT: None

OATH OF OFFICE:

Borough Municipal Clerk Hart administered the Oath of Office to Councilmember Parker.

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, Jeb Shahn, Jeff Ellentuck, Mary Tullous, Sharon Walz, and Bob Clark

C/Malkin closed the Public Comment at 7:29 pm.

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

On a motion by C/Hamilton, second by C/Parrott, Resolution 17-128, Payment of Bills for November 27, 2017 was approved by the following vote:

Roll Call:

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

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

On a motion by C/Trammell, second by C/Hamilton, Resolution 17-129, Appointing Part-Time Public Works Employee – Dave Curtis was moved.

Council discussed. C/Filepp had no knowledge about this and would like additional information. C/Hamilton discussed having several part-time public works with different skill sets and will not exceed the budget line items for salary. Part-time employees do not receive any benefits. C/Hamilton is currently supervising.

Roll Call:

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

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

On a motion by C/Parrott, second by C/Trammell, Resolution 17-130, Renewal of Membership in the Monmouth Municipal Joint Insurance Fund was approved by the following vote:

Roll Call:

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

ABSTAIN: None

ABSENT: None

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

On a motion by C/Hamilton, second by C/Trammell, Resolution 17-131, Authorizing Contract with Modern Power Systems for Generator Repairs at the Water and Sewer Treatment Plants was moved.

C/Trammell discussed quality, price and speed along with the safety of the community. Asked if the Council would like to table this until next Council meeting.

C/Parrott moved to TABLE until next Council meeting, second by C/Sheean.

Roll Call:

AYES: C/Parrott, C/Sheean

NAYS: C/Filepp, C/Hamilton, C/Trammell

ABSTAIN: C/Parker

ABSENT: None

Motion denied to TABLE.

Council had a lengthy discussion.

Resolution 17-131, Resolution Authorizing Contract with Modern Power Systems for Generator Repairs at the Water and Sewer Treatment Plants was approved by the following vote:

Roll Call:

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

NAYS: C/Parrott, C/Sheean

ABSTAIN: None

ABSENT: None

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

No motion was made. Ordinance was not introduced.

REPORTS OF COMMITTEE CHAIRS:

Councilmember Michael Hamilton, Public Works:

- Discussed the following: Part-Time Public Works positions; recent snow storm and shared service agreement with Monmouth County brining/salting of borough roads and cost comparison from prior snow storms; seeking additional shared service agreements with

Millstone Board of Education; thanked Ana Debevec for her professionalism. See attached report.

C/Parrott made a motion for the Finance Department to explore a shared service agreement with Millstone Board of Education, second by C/Hamilton. **Voice Vote: All in Favor**

Councilmember Maureen Parrott, Administration:

- Discussed the following: Committee meeting held on December 4, 2017 with several residents in attendance; finalizing the colors used on website; email protocols; payment for licenses and education protocols; agenda meeting protocols (Borough Attorney will give a list of Council rules to the Council); purchase protocols; Comcast and Verizon accounts. See attached report.

C/Hamilton thinks the purchasing protocols are too severe and would like an agenda prior to a Committee meeting. Borough Attorney stated that a Committee makes recommendations to the Council and the Mayor is in charge of managing employees. M/Malkin suggests to hold off until January 2018.

C/Filepp made a motion for the Administrative Committee, working with the CFO and staff, to capture protocols of purchasing, spending, check and balances in draft form by the December 27, 2017 Council meeting, second by C/Parrott.

Roll Call:

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

NAYS: None

ABSTAIN: None

ABSENT: None

Finance/Planning Board Rep. /Recreation: None

Councilmember Joe Trammell, Utilities:

- Discussed the following: Code Red was used for recent snow storm and encourage residents to sign up; received letter from DEP regarding water plant deficiencies, dated September 12, 2017 and will be posted on website; plant is working at a 20% to 50% efficiency and repairs will be expensive and take time; Larry Cyr, DEP, will do a full report. See attached report.

Councilmember Deirdre Sheean, Envy, Health & Safety/Envy Rep: None

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

- Discussion on the following: Questioned the Borough Attorney with any updates on the liquor license and the land swap. Borough Attorney is working on getting the information to the Counsel. Borough Attorney needs several weeks to review the land swap files he received from prior Borough Attorney.

REPORTS OF BOROUGH OFFICIALS: NONE

OLD BUSINESS:

1. Council Agenda Meetings – discussed under Administrative Committee report
2. Expenditure Protocols – discussed under Administrative Committee report

3. Citizen Advisory Committee – no discussion
4. Implement Online Bill Pay by January 1, 2018 – in process
5. Posting the invoices from Bill List to Borough website
C/Parrott made the motion to have the invoices/bills from the bill list be posted on the website. **No second, motion denied.**

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. **Voice Vote: All in Favor**
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. **Voice Vote: All in Favor**
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. **Voice Vote: All in Favor**
4. Seminar: Orientation for Newly Elected, Re-Elected and Experienced Municipal Officials Committee discussed and will let Ana Debevec know as soon as possible.

PUBLIC COMMENT (Any item):

C/Malkin opened the public comment for any item at 9:43 pm.

The following individual spoke during public comment: Jeff Ellentuck, Bob Clark

C/Malkin closed the Public Comment at 9:58 pm.

CLOSED SESSION: None

C/Hamilton moved to adjourn at 10:00 p.m., C/Trammell 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 December 11, 2017

Public Works Positions

- Currently (2) Part-time PW employees. G1 & G2
- Adding (1) PT tonight
- Our PW employees are highly skilled.
- G1 Greg DeFoe has a lot of mechanical expertise, he is a skilled mechanic and has already repaired our borough truck, snow blower, and leaf blower, all of which were in disrepair.
- G2 Greg Possiel has been an assistant plant operator on weekends for 10-years now and has boiler licences. He is a plant manager and has already begun a safety inspection of our facilities. He has an eye for safety.
- Advantages of having several PT employees: (1) Some jobs require 2+ people for safety and effectiveness (2) Can utilize (mechanical, safety, skills of each employee effectively (3) Useful in case of absence (4) Can get several jobs done at same time (5) In emergencies can have up to 3 employees working (6) Some are highly skilled mechanics-repair machinery and building saving money (7) No overtime needed (paid lots of overtime when we had one PW employee)

Snow Storm

- Borough truck cleaned out & repaired by our PW employee & plow operator, lift gate repaired, needed new battery, removed debris
- Plow set & adjusted & lubed, gassed up
- Dry runs conducted prior to storm
- (2) PW employees used for plowing of roads, plants and lots, snowblower and shoveling of borough hall walkways
- **Utilized Shared Services Agreement Monmouth County PW**
- Ordered automatic Pre-brining of all borough roads prior to snowfall appx \$130. Initial snow melts on contact and doesn't stick to roads

- Salting of roads appx \$540 per application before snow & after we plow. We ordered (1) pre-salting before storm and (1) salting after our PW employee plowed.
- Use our plow & driver for several runs. Approximate cost for all labor, gas etc \$440
- Total cost of storm appx \$1,700

Cost Comparison

- In January 2017, the previous administration used a local contractor to salt & plow a similar storm size storm for \$5,400. Our CFO and Finance Committee (Mayor Malkin, Michal Tickin & myself) warned the prior administration repeatedly to look for other vendors and to use shared services whenever possible. These requests were ignored. Overuse of one contractor triggered an audit recommendation when more than the \$17,500 bid threshold amount was incurred in one year for this contractor.
- Our PW employee also plowed and incurred overtime expenses, with gas totaling approximately \$700.
- Total Cost of January 6 & 7, 2017 storm >\$6,000
- By using County Shared Services this storm cost appx \$1,700
- Road were clear, walkways & parking lots & plants were clear, by all accounts we did a better job than contractors did.
- NOTE: We may still need contractors for a much larger storm but, because we are utilizing a shared service agreement with Monmouth County PW and our own employees at regular rates of pay, we will do a better job and save our homeowners a lot of money over the long run.

Seeking Other Shared Service Agreements:

- The Roosevelt Board of Education has a shared service agreement with the Millstone Board of Education.

- Mayor Malkin, Ana Debevic and I met with the RPS Business Administrator and an employee (both are employees of Millstone Bd Ed and Roosevelt Bd Ed) to explore shared services.
- There is an HVAC and Electrician on staff. The HVAC employee could be used to install a new heating or air conditioning system and ductwork as well as ventilation systems in our buildings at a significant savings to taxpayers. Electrician is licensed and can repair or do new installations at between \$55-\$60 per hour saving our homeowners money. New retrofitted LED lighting could be installed in all buildings & plants as well as solar installations resulting in even more savings over time.
- Millstone Twp Bd has an on staff auto mechanic who repairs school busses and vehicles and could be used to save money.

Ana Debevic: For those of you who may not be aware, we have a very competent and professional financial team who handles all of our municipal finances in conjunction with our very competent CFO George Lang and our Auditor Gerry Stankewicz.

Ana is a pleasure to work with. I often ask her to get quotes on services and products and she is the interface between our employees and our other financial professionals. She is often the only borough employee in the office. She manages the office, mans the phones, provides some oversight of our employees, purchasing, collecting tax and utility and other payments and all financial matters. Our financial professionals have a great deal of respect for her competency and professionalism.

MEMORANDUM

TO: Roosevelt Borough Council

FROM: Maureen Parrott, Chair of Administration Committee

RE: Report of Chair of Administration Committee

DATE: December 11, 2017

A. ADMINISTRATION COMMITTEE MEETING

An Administration Committee meeting occurred on December 4, 2017, from 4 p.m. through approximately 7 p.m. The meeting was posted on the calendar at rooseveltnj.us and was open to the public. The three members of the committee (Maureen Parrott, Mike Hamilton and Deirdre Sheean) attended, as well as two members of the public. (Mike Hamilton had to leave before the meeting ended.)

1. Borough Website (rooseveltnj.us): Deirdre Sheean is working with City Connections to finalize the colors to be used on the website with the Ben Shahn mural; it should be online soon. The Committee approved the colors.

2. Email Protocol for Employees: The Committee agreed that all employees who have rooseveltnj.us emails shall check email at least once a business day by 4 p.m., unless the employee is out sick or on vacation. The Committee agreed that all employees shall respond by email within 24 hours to an email from a Council member, unless employee is out sick or on vacation.

3. Recommended Protocol on Borough's payment for licenses and education: The Committee recommends that the following protocol be adopted. The Borough will not pay for a paid employee's professional license or continuing education required to maintain the employee's professional license. Employees, Council members, and volunteers may request in advance that the Council pay for other continuing education.

4. Recommended Trial Protocol for Council Agenda Meetings.

(i) Agenda meetings will be held on the first monthly Council meeting on 2nd Monday but action may be taken to pay bills or deal with other matters that cannot wait until 4th Monday.

(ii) Agenda of Agenda Meeting will automatically include Committee Reports, Old Business, and any action recommended by a committee, if known.

(iii) The Public will be permitted to participate in discussion with the Council, provided he or she raises the hand, is recognized by the Chair, speaks at the microphone, and identifies him/herself.

5. Purchasing Protocol. The Borough Code provides that the Administration Committee shall set the purchasing protocol. The committee agreed as follows. No discretionary purchases or orders shall be made by any official, including Council members, unless the Administration Committee has previously approved such purchase; the request to purchase shall specify who wants to purchase and why each purchase is needed. The request shall be by email. Where an expenditure is \$1,000 or over, the Procurement official shall obtain a minimum of 3 quotes in writing from the vendor and shall forward by email those quotes to the Administration Committee; state contracts shall routinely be checked and reported to the committee.

6. Comcast and Verizon accounts. Maureen Parrott had previously emailed the Verizon representative for Central New Jersey to discuss reviewing all Verizon accounts of the Borough and consolidating them into one account. After Mike Hamilton left, Maureen Parrott and Deirdre Sheehan agreed to go to Borough Hall on Thursday afternoon at 4 p.m. to review the Borough's folders containing bills this year from Comcast and Verizon, as it was too late to review the folders at that time.

B. ACTIONS SUBSEQUENT TO ADMINISTRATION COMMITTEE MEETING

1. The Verizon representative left a voicemail for Maureen Parrott stating that he would have the Municipality Section contact Maureen. As of the writing of this memorandum, Maureen Parrott has not heard from the Municipality Section.

2. Maureen Parrott and Deirdre Sheehan met at 4 p.m. on December 7 in Borough Hall to review Comcast and Verizon bill folders. We understand that the Comcast high speed internet account for Borough Hall (costing \$134.85 per month and which was redundant because Verizon FIOS internet is also in Borough Hall) has been closed and this account is not included below.

VERIZON ACCOUNTS

(i) FIOS internet at Borough Hall 454-692-166-0001-95	\$144.99
(ii) FIOS internet at Sewer Plant 854-692-115-0001-77	\$115.67
(iii) Borough Hall Land Line for telephone 609-448-0539	\$266.93
(iv) Sewer Plant FAX line 609-443-1440-618-81Y	\$45.42
(v) Water Plant telephone 609-448-7385-833-23Y	\$165.28
(vi) Water Plant telephone alarm line 609-443-5749-815-90Y	\$92.83
(vii) Sewer Plant telephone 609-443-1440-618-81Y	\$70.42
(viii) Unknown 609-448-8932-098-88Y	\$180.49

Verizon Accounts Total \$1,082.03

COMCAST ACCOUNTS

(i) Sewer Plant internet 8499-05-254-0008960	\$110.98
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NOTE: It appears but has not been confirmed that the Sewer Plant also has two high speed internets from FIOS at a cost of \$115.67 and from Comcast at a cost of \$110.98.

Utilities report 12/11/17

Joe Trammell

We have accessed reverse 911 and used it for the recent snowstorm.

We encourage all to sign up on our website.

I received a letter from Larry Cyr (DEP inquiry about the water plant deficiencies found 9/12/2017)

Among other things the letter explained that we need a backup licensed W/S operator. We are pursuing meetings to that end.

On 11/29/17 Mayor Malkin, Council person Maureen Parrot and myself met with DEP reps and Toby and Carmela Roberts and inspected the sewer plant.

We expect a full report from Larry Cyr and I will bring it to the attention of the borough when released.

From the inspection it was noted that the last time extensive repairs were done was around 1992.

Problems included "muffin muncher" blades (not wipe proof), auger (uses 20K gallons/dy) and does not function properly, skimmer tanks not functioning properly, tickler tanks not functioning properly, sludge tanks must be pumped out often, and more.

Conclusions:

The plant (in my opinion) is working at best at a 20% to 50% efficiency

We are wasting fresh water to help bring exhausted liquids to up DEP standards

We are using lots of chemicals to expedite the DEP standards

We want to look over the R3M report to see what suggestions they had made

We need a backup licensed operator with at least a T-1 certification

Maintenance (routine and preventative) needs much more attention

Repairs will be expensive and will take time and should be approached methodically and phased in.

Respectfully submitted

Joe Trammell