

BOROUGH OF ROOSEVELT
33 N. Rochdale Ave, Roosevelt Borough, NJ 08555

DRAFT
COUNCIL MEETING AGENDA
DECEMBER 20, 2021 @ 7:00 P.M.

DUE TO THE CORONAVIRUS AND THE NEED FOR SOCIAL DISTANCING, THIS MEETING WILL ALSO BE HELD REMOTELY AND AVAILABLE TO THE PUBLIC IN A LIVE FEED. TO ACCESS THE MEETING PLEASE FOLLOW THE INSTRUCTIONS BELOW:

Join Zoom Meeting

<https://us02web.zoom.us/j/3251865085?pwd=L1RWNlhPYTZZdUZ5R3piT0NZWHhuUT09>

Meeting ID: 325 186 5085; Passcode: 968068

One tap mobile

+16465588656,,3251865085#,,,,*968068# US (New York)

+13017158592,,3251865085#,,,,*968068# US (Washington DC)

Dial by your location

+1 646 558 8656 US (New York); +1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago); +1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma); +1 346 248 7799 US (Houston)

Standard protocols for Remote Meetings set forth in Resolution 20-108 adopted November 23, 2020:

- 1) Members of the public wishing to make a comment during a remote meeting shall be permitted to do so using the audio and/or video technology under which the remote meeting is being held.
- 2) Members of the public may also submit written comments to the Council, through the Borough Clerk, by either e-mail to clerk@rooseveltnj.us or written letter to Borough Clerk, Borough of Roosevelt, 33 North Rochdale Ave, P.O. Box 128, Roosevelt, NJ 08555. Written comments must be received at least 24 hours prior to the noticed start of the remote meeting in order to be included in the meeting.
- 3) Public comments shall be received and/or read into the record during times designated during the meeting for public participation.
- 4) The Council reserves the right to pass over duplicative written comments; however, each duplicative comment shall be noted for the record with the content summarized.
- 5) A member of the public wishing to speak during a remote meeting shall state their name and address for the record prior to making their comment.
- 6) Members of the public commenting during a remote meeting shall not act in any manner to disrupt the meeting. If such a member of the public becomes disruptive during the meeting, the individual chairing the meeting shall mute, or direct the muting of, the disruptive member and warn that any continued disruption may result in the member being prevented from speaking during the meeting or be removed from the remote meeting. Disruptive conduct includes, but is not limited to, sustained inappropriate behaviors such as shouting, interruption, and the use of profanity.
- 7) Any member who continues to be disruptive after receiving a warning may be muted while other members of the public are allowed to proceed with their comments. If time permits, the disruptive individual shall be allowed to speak after all other members of the public are provided an opportunity to comment. Should the individual remain disruptive, the individual may be muted or kept on mute for the remainder of the remote meeting or removed from the meeting.

TIME IN _____

Adequate notice of this meeting, as required by Chapter 231, P.L. 1975, has been provided by a public notice on January 25, 2021 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

Councilmember Robert Atwood
Councilmember Louis Esakoff
Councilmember Michael Hamilton
Councilmember Constance Herrstrom
Councilmember Steven Macher
Councilmember Joseph Trammell
Mayor Peggy Malkin

MAYOR'S REPORT

PUBLIC COMMENT (Agenda items only)

APPROVAL OF MINUTES:

1. Regular Meeting Minutes – October 18, 2021
2. Regular Meeting Minutes – November 15, 2021

CORRESPONDENCE:

1. Letter from Roberts Engineering Group, LLC, dated December 10, 2021 regarding the Water Allocation Permit Renewal.

RESOLUTIONS:

- Resolution 21-134 Payment of Bills for December 20, 2021
- Resolution 21-135 Resolution Authorizing the Borough Engineer to Prepare an Application for the Water Allocation Permit Renewal at a Cost not to Exceed \$4,900.00
- Resolution 21-136 Resolution Authorizing the Borough Planner to Prepare a Housing Plan and Fair Share Element and Additional Fair Share Documents for the Borough of Roosevelt
- Resolution 20-137 Resolution Authorizing Transfer of Appropriations for 2021
- Resolution 20-138 Resolution Canceling Appropriation Balances

REPORTS OF COMMITTEE CHAIRS:

Councilmember Atwood	Envi, Health & Safety
Councilmember Esakoff	Administration
Councilmember Hamilton	Finance
Councilmember Herrstrom	Community Dev/Code
Councilmember Macher	Public Works
Councilmember Trammell	Utilities

REPORTS OF BOROUGH OFFICIALS:

UNFINISHED BUSINESS:

NEW BUSINESS:

1. Use of Borough Hall: Environmental Commission for stream monitoring 3rd weekend of every month during winter months, except 3rd weekend January.
2. Storm Drain program

PUBLIC COMMENT: (Any item)

M/Malkin opens the public comment at _____

M/Malkin closes the public comment at _____

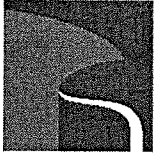
CLOSED SESSION:

Resolution 21-xxx Providing for a Private Executive Meeting that Excludes the Public

Time In: _____ Time Out: _____

ADJOURNMENT

TIME OUT _____



Roberts
ENGINEERING GROUP LLC
Women Business Enterprise Certified

1670 Whitehorse-Hamilton Square Rd.
Hamilton, New Jersey 08690
609-586-1141 fax 609-586-1143
www.RobertsEngineeringGroup.com

December 10, 2021

Mayor and Council
Borough of Roosevelt
33 Rochdale Avenue
P.O. Box 128
Roosevelt, New Jersey 08555

Re: Water Allocation Permit Renewal
Borough of Roosevelt, Monmouth County, New Jersey
Our File: R4680

Dear Mayor and Council:

The NJDEP has provided notification that renewal of the Borough's Water Allocation Permit must be undertaken, and an application must be submitted by February 28, 2022. The Water Allocation Permit expires on May 31, 2022. The renewal application is due three months prior to the expiration.

In order to prepare this application, we must obtain two years of pumping records and proof of the condition of the wells and calibration of meters. It requires the number of connections and meters for residential, commercial and municipal users. Additionally, it requires an analysis of water use over the last two years and the next five and ten years; requires calculations for average, maximum and minimum usage per person; requires a determination and calculation of unaccounted for water, along with a description of leak detection and repair programs, including the number of miles of mains surveyed per year, number of valves tested, and number of hydrants tested. It requests a description of any leaks during the last year, the number, the size, the repairs and whether valves, mains and hydrants were impacted. It looks for long range plans, including a meter repair and replacement program; information related to the water rates; the current rate, any proposed rate changes forthcoming, meter reading and billing schedule. Also required is information regarding public education and specifically requested is the Borough's drought or water supply emergency management components. All of these things need to be specifically spelled out in this permit renewal application.

This is a ten-year permit and the information required is detailed and must be updated and provided to the NJDEP. Our cost to prepare this permit renewal application will be at a cost not to exceed \$4,900.00.

We look forward to your authorization so that this permit renewal application can be submitted prior to February 28, 2022.

Very truly yours,

Carmela Roberts, P.E., C.M.E.
Borough Engineer

cc: Kathleen Hart, RMC, CMR, Borough Clerk
Ana Debevec, Borough Treasurer
George Lang, Borough CFO

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

**RESOLUTION NO. 21-134
MEETING DATE: 12-20-2021**

PAYMENT OF BILLS FOR DECEMBER 20, 2021

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 20, 2021.

Kathleen Hart
Borough Clerk

December 16, 2021
01:08 PM

BOROUGH OF ROOSEVELT
Bill List by Vendor Name

Page No: 1

12-20-21 BILL LIST

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

to Last

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
BOROU005	BOROUGH OF HIGHTSTOWN	21-00684	12/15/21	LANDFILL TIPPING FEES:NOV 2021	Open	2,151.12	0.00		
CMRSF005	CMRS-FP	21-00659	12/03/21	POSTAGE FOR POSTAGE METER	Open	280.00	0.00		
COMPL005	COMPLETE SECURITY SYSTEMS, INC	21-00651	12/01/21	SERVICE CALL 11/12/21	Open	186.25	0.00		
GANNE005	GANNETT NJ NEWSPAPERS	21-00673	12/13/21	NOV 2021 NOTICES	Open	438.20	0.00		
GEORG005	GEORGE S COYNE CHEMICAL CO INC	21-00219	04/12/21	WATER-2021 SODIUM HYDROXIDE	Open	432.45	0.00		B
GROEN005	GROENDYKE, EARL	21-00573	10/20/21	REPAIR ADA CURB LAKE/ROCHDALE	Open	525.00	0.00		
		21-00636	11/19/21	REPAIR SIDE ENTRANCE TO GARAGE	Open	950.00	0.00		
		21-00675	12/14/21	RETAINING WALL NEXT TO GARAGE	Open	750.00	0.00		
						<u>2,225.00</u>			
HOLDE005	HOLDEN, JOHN B.	21-00074	02/03/21	2021 WATER PLANT MANAGEMENT	Open	5,151.13	0.00		B
		21-00666	12/07/21	ADDITIONAL SERVICES-NOV 2021	Open	675.00	0.00		
						<u>5,826.13</u>			
LYONS005	LYONS ENVIRONMENTAL SERV, LLC	21-00091	02/10/21	2021 SEWER PLANT MANAGEMENT	Open	9,075.00	0.00		B
		21-00664	12/07/21	WATER TESTING-11/8/21	Open	40.00	0.00		
						<u>9,115.00</u>			
MONTE005	MONTELEONE, HEIDI	21-00687	12/16/21	REIMB:FEE-BACKGROUND CHECK	Open	44.13	0.00		
NJADV005	NJ ADVANCE MEDIA	21-00662	12/07/21	LEGAL NOTICES-11/24/21	Open	12.18	0.00		
		21-00670	12/09/21	LEGAL NOTICES-TAX SALE NOTICE	Open	97.44	0.00		
		21-00683	12/15/21	LEGAL NOTICES-12/7/21	Open	35.96	0.00		
						<u>145.58</u>			
ORKIN005	ORKIN PEST CONTROL SERVICE	21-00661	12/07/21	DEC 2021 PEST CONTROL	Open	43.00	0.00		
PASSA005	PASSAIC VALLEY SEWERAGE	21-00663	12/07/21	SLUDGE DISPOSAL-NOV 2021	Open	604.80	0.00		
PETTY005	PETTY CASH	21-00665	12/07/21	REIMBURSE PETTY CASH	Open	15.98	0.00		
		21-00667	12/07/21	REIMBURSE PETTY CASH	Open	53.00	0.00		

Vendor #	Name	Status	Amount	Void Amount	Contract	PO Type
PO #	PO Date Description					
PETTY005	PETTY CASH	Continued				
21-00672	12/10/21 REIMBURSE PETTY CASH	Open	74.80	0.00		
21-00685	12/15/21 REIMBURSE PETTY CASH	Open	50.00	0.00		
21-00686	12/16/21 REIMBURSE PETTY CASH	Open	<u>25.91</u>	0.00		
			219.69			
POSTM005	POSTMASTER					
21-00669	12/09/21 STAMPS:TAX & W/S COLLECTOR	Open	232.00	0.00		
PSEGC005	PSE & G CO.					
21-00676	12/14/21 NOV 2021 GAS SERVICE	Open	559.76	0.00		
READY005	READY REFRESH BY NESTLE					
21-00677	12/15/21 WATER+RENTAL:DELIVERY 11/11/21	Open	59.46	0.00		
ROBER005	ROBERTS ENGINEERING GROUP, LLC					
21-00680	12/15/21 NORTH VALLEY ROAD DRAINAGE	Open	270.00	0.00		
21-00681	12/15/21 PINE DRIVE 6-MONTH EXTENSION	Open	445.00	0.00		
21-00682	12/15/21 WATER MAIN IMPRV:PINE & TAMARA	Open	<u>552.50</u>	0.00		
			1,267.50			
RUSSE005	RUSSELL REID, INC.					
21-00107	02/17/21 2021 SLUDGE REMOVAL	Open	739.62	0.00		B
STAPL005	STAPLES BUSINESS ADVANTAGE					
21-00607	11/08/21 OFFICE & JANITORIAL SUPPLIES	Open	145.56	0.00		
THEHO010	THE HOME DEPOT					
21-00674	12/13/21 MISC ITEMS FOR WTP	Open	49.57	0.00		
WRNEU005	W.R. NEUMANN COMPANY, INC.					
21-00092	02/10/21 WATER-2021 SODIUM HYPOCHLORITE	Open	188.05	0.00		B
21-00093	02/10/21 SEWER-2021 SODIUM HYPOCHLORITE	Open	<u>2,057.55</u>	0.00		B
			2,245.60			


Total Purchase Orders: 34 Total P.O. Line Items: 0 Total List Amount: 27,010.42 Total Void Amount: 0.00

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
	1-01	7,120.04	0.00	7,120.04	0.00	0.00	7,120.04
	1-09	19,890.38	0.00	19,890.38	0.00	0.00	19,890.38
Total of All Funds:		<u>27,010.42</u>	<u>0.00</u>	<u>27,010.42</u>	<u>0.00</u>	<u>0.00</u>	<u>27,010.42</u>

BOROUGH OF ROOSEVELT

I, George J. Lang, Chief Financial Officer of the Borough of Roosevelt, do hereby certify that funds are available for the following bill list to be paid:

<u>Vendor</u>	<u>Budget Account</u>	<u>Total Award</u>
12/20/21 Bill List	various	\$27,010.42


George J. Lang
Chief Financial Officer

Dated: 12/20/21

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

**RESOLUTION NO. 21-135
MEETING DATE: 12-20-2021**

**RESOLUTION AUTHORIZING THE BOROUGH ENGINEER TO PREPARE AN
APPLICATION FOR THE WATER ALLOCATION PERMIT RENEWAL
AT A COST NOT TO EXCEED \$4,900.00**

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

WHEREAS, the Borough of Roosevelt (the “Borough”) must submit a Water Allocation Permit to New Jersey Department of Environmental Protection by February 28, 2022; and

WHEREAS, the Water Allocation Permit is a 10-year permit and expires on May 31, 2022 and must be submitted three months prior to the expiration; and

WHEREAS, in order for the Borough Engineer to prepare this application, they must obtain two years of pumping records and proof of the condition of the wells and calibration of meters. It requires the number of connections and meters for residential, commercial and municipal users. Additionally, it requires an analysis of water use over the last two years and the next five and ten years; requires calculations for average, maximum and minimum usage per person; requires a determination and calculation of unaccounted for water, along with a description of leak detection and repair programs, including the number of miles of mains surveyed per year, number of valves tested, and number of hydrants tested. It requests a description of any leaks during the last year, the number, the size, the repairs and whether valves, mains and hydrants were impacted. It looks for long range plans, including a meter repair and replacement program; information related to the water rates; the current rate, any proposed rate changes forthcoming, meter reading and billing schedule. Also required is information regarding public education and specifically requested is the Borough’s drought or water supply emergency management components. All of these things need to be specifically spelled out in this permit renewal application; and

WHEREAS, the Borough Engineer will prepare this permit renewal application and submit to the New Jersey Department of Environmental Protection at a cost not to exceed \$4,900.00; and

WHEREAS, the Borough’s Chief Financial Officer has certified the availability of funds in the amount not to exceed \$4,900.00.

NOW, THEREFORE BE IT RESOLVED, by the Governing Body of the Borough of Roosevelt, County of Monmouth, State of New Jersey that Roberts Engineering Group, LLC is

hereby authorized to prepare and submit the Water Allocation Permit to New Jersey Department of Environmental in an amount not to exceed \$4,900.00.

BE IT FURTHER RESOLVED, that a certified copy of this resolution be sent to the Chief Financial Officer, Purchasing Agent, and Roberts Engineering Group, LLC.

ROLL CALL:

AYES:

NAYS:

ABSTAIN:

ABSENT:

CERTIFICATION

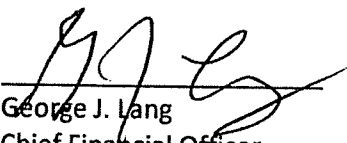
I HEREBY CERTIFY the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on December 20, 2021.

Kathleen Hart
Borough Clerk

BOROUGH OF ROOSEVELT

I, George J. Lang, Chief Financial Officer of the Borough of Roosevelt, do hereby certify that funds are available for the following contract to be awarded:

<u>Vendor</u>	<u>Budget Account</u>	<u>Total Award</u>
Roberts Engineering Group (Water Allocation Permit)	Water-O/E	\$4,900.00


George J. Lang
Chief Financial Officer

Dated: 12/20/21

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

**RESOLUTION NO. 21-136
MEETING DATE: 12-20-2021**

**RESOLUTION AUTHORIZING THE BOROUGH PLANNER TO PREPARE A HOUSING
PLAN AND FAIR SHARE ELEMENT AND ADDITIONAL FAIR SHARE DOCUMENTS FOR
THE BOROUGH OF ROOSEVELT**

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

WHEREAS, the Borough of Roosevelt (the "Borough") Housing Plan and Fair Share Element needs to be revised to comply with the new methodology and all other statutory requirements including the cumulative Round 1, 2 and 3 obligations for present need, prior round obligations, GAP period obligation and prospective needs; and

WHEREAS, the Borough Planner has submitted a proposal, dated October 19, 2021.

WHEREAS, the Borough Planner provided the Borough with a cost proposal for Phase I and Phase II not to exceed \$5,140.00; and

WHEREAS, the Borough's Chief Financial Officer has certified the availability of funds in the amount not to exceed \$5,140.00.

NOW, THEREFORE BE IT RESOLVED, by the Governing Body of the Borough of Roosevelt, County of Monmouth, State of New Jersey that Thomas Planning Associates, LLC is hereby authorized to prepare a Housing Plan and Fair Share Element and Additional Fair Share Documents for the Borough of Roosevelt in a total amount not to exceed \$5,140.00.

BE IT FURTHER RESOLVED, that a certified copy of this resolution be sent to the Chief Financial Officer, Purchasing Agent, and Thomas Planning Associates, LLC.

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 20, 2021.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 21-137
MEETING DATE: 12-20-2021

RESOLUTION AUTHORIZING TRANSFER OF APPROPRIATIONS FOR 2021

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

WHEREAS, N.J.S.A. 40A:4-58 provides for the transfer of appropriations when it shall become necessary to expend for any of the purposes specified in the Budget an amount in excess of the respective sums appropriated therefore; and when there shall be an excess in one or more appropriations over and above the amount deemed to be necessary to fulfill the purposes of such appropriations.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Borough Council of the Borough of Roosevelt on this 20th day of December, 2021 that the following transfer of 2021 appropriations be and the same are hereby authorized and the Chief Financial Officer be and is hereby directed to make said transfers on the records:

<u>CURRENT FUND</u>	<u>FROM</u>	<u>TO</u>
Buildings and Grounds		
Other Expenses	\$ 7,500.00	
Recreation		
Other Expenses	2,000.00	
Engineering		
Other Expenses		\$ 7,000.00
Streets and Roads		
Other Expenses		2,000.00
Unemployment		
Other Expenses		500.00
	<hr/>	<hr/>
	\$ 9,500.00	\$ 9,500.00

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 20, 2021.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 21-138
MEETING DATE: 12-20-2021

RESOLUTION CANCELING APPROPRIATION BALANCES

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

WHEREAS, the following Water-Sewer Operating Fund budget appropriation balances remain unexpended:

Water-Sewer Utility Operating Fund	
Other Expenses	<u>\$ 60,000.00</u>

WHEREAS, it is necessary to formally cancel said balances so that the unexpended balances may be credited to surplus.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Roosevelt, that the above listed unexpended balances of the Water-Sewer Utility Operating Fund 2021 Budget be canceled.

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 20, 2021.

Kathleen Hart
Borough Clerk