

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

COUNCIL MEETING AGENDA
MARCH 7, 2022 @ 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=L1RWNIhPYTZZdUZ5R3piTONZWVhuUT09>

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 12, 2022 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 – February 7, 2022

CORRESPONDENCE: NONE

ORDINANCE:

First Reading

Ordinance 2021-04 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

Public Hearing to be held on March 21, 2022 at 7:00 p.m. at the Borough of Roosevelt, 33 N. Rochdale Avenue, Roosevelt, NJ 08555

CONSENT AGENDA RESOLUTIONS:

Resolution 22-40 Payment of Bills for March 7, 2022
Resolution 22-41 Appointing Part-Time Public Works Employee

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:

1. Water Treatment Plan – Roof Repair

NEW BUSINESS:

1. Use of Borough Hall – RAP on 4/02/22 from 8 pm - 10 pm for the event Shibori and How One Artist Uses It
2. Use of Borough Hall – RAP on 4/30/22 from 8 pm – 10 pm for the event Word Riffs
3. NJDOT Grant – Pine Drive – 6-month extension denied
4. Bureau of Watershed Management

PUBLIC COMMENT: (Any item)

M/Malkin opens the public comment at _____
M/Malkin closes the public comment at _____

CLOSED SESSION:

Resolution 22-42 Providing for a Private Executive Meeting that Excludes the Public
Time In: _____ Time Out: _____

ADJOURNMENT

TIME OUT _____

**BOROUGH OF ROOSEVELT
COUNTY OF MONMOUTH**

**ORDINANCE NO: 2022-01
INTRODUCTION DATE: 03-07-2022
ADOPTION DATE:**

**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**

BE IT ORDAINED by the Mayor and Council of the Borough of Roosevelt, County of Monmouth, State of New Jersey:

Section 1. The salary range for providing wages and compensation of certain officials, positions and employees of the Borough of Roosevelt, County of Monmouth, State of New Jersey are set as follows:

	MINIMUM:	MAXIMUM:
<u>Current Fund:</u>		
Borough Administrator	\$ 15,000.00	\$ 40,000.00
Office Manager	\$ 10,000.00	\$ 15,000.00
Borough Clerk	\$ 20,000.00	\$ 65,000.00
Registrar of Vital Statistics	\$ 2,500.00	\$ 6,000.00
Deputy Registrar of Vital Statistics	\$ 1,200.00	\$ 3,600.00
Purchasing Agent	\$ 10,000.00	\$ 70,000.00
Chief Financial Officer	\$ 9,000.00	\$ 30,000.00
Borough Treasurer	\$ 4,500.00	\$ 30,000.00
Tax Collector/Water-Sewer Collector	\$ 9,500.00	\$ 35,000.00
Tax Assessor	\$ 6,500.00	\$ 25,000.00
Zoning Officer	\$ 500.00	\$ 10,000.00
Code Enforcement Officer	\$ 500.00	\$ 6,000.00
Housing Inspector	\$ 500.00	\$ 10,000.00
Recreation Director	\$ 3,000.00	\$ 20,000.00
Clean Community Coordinator	\$ 150.00	\$ 1,000.00
Superintendent of Public Works	\$ 22,000.00	\$ 45,000.00

Section 2. The range for hourly rates for providing wages and compensation of certain officials, positions and employees in the Borough of Roosevelt, County of Monmouth, State of New Jersey are set as follows:

Current Fund

Assistant Administrative Clerk	\$ 12.00	\$ 30.00
Deputy Borough Clerk	\$ 12.00	\$ 30.00
Fund Commissioner	\$ 12.00	\$ 30.00
Right to Know Coordinator	\$ 12.00	\$ 30.00
Safety Director	\$ 12.00	\$ 30.00
Public Works Employee	\$ 12.00	\$ 30.00
Custodian	\$ 15.00	\$ 25.00
Planning Board Secretary	\$ 12.00	\$ 25.00
Environmental Commission Secretary	\$ 12.00	\$ 25.00
Crossing Guard	\$ 12.00	\$ 25.00
Clerk/Secretary	\$ 12.00	\$ 20.00

Section 3. The range for providing wages and compensation for the employees of the Roosevelt Community Summer Camp in the Borough of Roosevelt, County of Monmouth, State of New Jersey are set as follows:

Camp Supervisor	\$15.00/hour	\$20.00/hour
Assistant Camp Supervisor	\$12.00/hour	\$17.00/hour
Counselor	\$12.00/hour	\$14.00/hour

Section 4. The annual salaries and hourly rates shall be established by a resolution of the Borough Council.

Section 5. The Borough's Chief Financial Officer is hereby authorized to transfer such sums of money from the municipal operating accounts to the payroll account as may be necessary to cover periodic payroll payments.

Section 6. All ordinances or parts of ordinances inconsistent herewith are repealed, but only to the extent of such inconsistency.

Section 7. This Ordinance shall become effective immediately upon its final passage and publication as required by law.

Section 8. All ordinances and parts of ordinances inconsistent herewith are hereby repealed.

Section 9. This ordinance shall take effect upon adoption and publication as required by law.

ATTEST:

APPROVED:

Kathleen Hart, Borough Clerk

Peggy Malkin, Mayor

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

**RESOLUTION NO. 22-40
MEETING DATE: 03-07-2022**

PAYMENT OF BILLS FOR MARCH 7, 2022

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 March 7, 2022.

Kathleen Hart
Borough Clerk

March 3, 2022
01:04 PM

BOROUGH OF ROOSEVELT
Bill List By Vendor Name

Page No: 1

3-7-22 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
BILYK005	BILYK, JOHN	22-00119	02/25/22	1/Q/2022 ANIMAL CONTROL SERV	Open	200.00	0.00		
BOARD005	BOARD OF FIRE COMMISSIONERS OF	22-00120	02/25/22	2022 FIRE SERVICES:1/Q/2022	Open	24,668.25	0.00		
CMRSF005	CMRS-FP	22-00117	02/25/22	POSTAGE FOR POSTAGE METER	Open	330.00	0.00		
COMPL010	COMPLETE CARE MAINTENANCE, LLC	22-00126	03/02/22	FEB 2022 SERVICES	Open	400.00	0.00		
CROSS005	CROSS OVER NETWORKS, LLC	22-00108	02/24/22	2022 TEAMVIEWER ANTI-VIRUS	Open	35.00	0.00		B
		22-00109	02/24/22	2022 EMAIL ARCHIVING	Open	115.00	0.00		B
		22-00110	02/24/22	2022 CLOUD BACKUP	Open	66.00	0.00		B
		22-00111	02/24/22	2022 IT SERVICES	Open	103.00	0.00		B
						<u>319.00</u>			
DONAT005	DONATO, ESQ., MICHELE	22-00128	03/03/22	CURLEY APPLIC RVW 12/27-1/4/22	Open	222.75	0.00		
		22-00129	03/03/22	T-MOBILE-PB RVW 9/20-1/17/22	Open	307.50	0.00		
		22-00130	03/03/22	PLANNING BOARD 1/11/22-1/27/22	Open	431.25	0.00		
						<u>961.50</u>			
HIGHT010	HIGHTS ELECTRIC MOTOR SERV INC	22-00090	02/15/22	FAN MOTOR-HEATER-DPW GARAGE	Open	99.67	0.00		
HOLDE005	HOLDEN, JOHN B.	22-00069	02/03/22	2022 WATER PLANT MANAGEMENT	Open	5,228.39	0.00		B
		22-00125	03/02/22	ADDITIONAL SERVICES-FEB 2022	Open	76.13	0.00		
						<u>5,304.52</u>			
JCPL005	JCP & L	22-00106	02/23/22	JAN 2022 ELECTRIC SERVICE	Open	996.72	0.00		
KYOCE005	KYOCERA DOCUMENT SOLUTIONS AME	22-00123	02/28/22	KYOCERA COPIER PYMT 41 OF 60	Open	192.54	0.00		
LYONS005	LYONS ENVIRONMENTAL SERV, LLC	22-00052	01/31/22	2022 SEWER PLANT MANAGEMENT	Open	9,075.00	0.00		B
NJDEP005	NJ DEPARTMENT OF HEALTH	22-00103	02/23/22	DOG REPORT:JAN 2022	Open	66.00	0.00		
NJDIV005	NJ DIVISION OF FIRE SAFETY	22-00107	02/24/22	2022 ANNUAL LIFE HAZARD FEE	Open	191.00	0.00		

March 3, 2022
01:04 PM

BOROUGH OF ROOSEVELT
Bill List By Vendor Name

Page No: 2

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
PETTY005	PETTY CASH								
		22-00099	02/22/22	REIMBURSE PETTY CASH	Open	50.00	0.00		
		22-00124	03/02/22	REIMBURSE PETTY CASH	Open	15.98	0.00		
		22-00131	03/03/22	REIMBURSE PETTY CASH	Open	24.30	0.00		
						<u>90.28</u>			
ROBER005	ROBERTS ENGINEERING GROUP, LLC								
		19-00726	10/31/19	ROAD IMPROV:NURKO & ELM	Open	101.25	0.00		B
		20-00463	07/30/20	ROAD IMPROV:FARM & SCHOOL	Open	3,668.50	0.00		B
		21-00061	01/27/21	TRICKLING FILTERS/PHOSPHATE	Open	195.00	0.00		B
		21-00668	12/08/21	SURVEY,MAP,EVALUATE:NVR DRAINS	Open	2,678.75	0.00		B
		21-00693	12/22/21	WATER ALLOCATION PERMIT RNWL	Open	3,113.50	0.00		B
		22-00105	02/23/22	DRBC YEARLY WATER AUDIT	Open	829.50	0.00		B
		22-00112	02/24/22	R.CURLEY-PLANNING BOARD REVIEW	Open	392.50	0.00		
		22-00113	02/24/22	2022 TAX MAP MAINTENANCE	Open	517.75	0.00		
		22-00114	02/24/22	ATTEND NJIB FUNDING WEBINAR	Open	67.50	0.00		
		22-00115	02/24/22	ATTEND 2/7/22 COUNCIL MEETING	Open	472.50	0.00		
		22-00127	03/02/22	FEMA FLOOD PREVENTION ORD	Open	1,267.50	0.00		
						<u>13,304.25</u>			
ROOSE005	ROOSEVELT BOARD OF EDUCATION								
		22-00118	02/25/22	MAR 2022 SCHOOL TAXES	Open	146,004.00	0.00		
SEPTA005	SEPTAK, FRED								
		22-00098	02/18/22	REIMB:BACKGROUND CHECK FEE	Open	83.20	0.00		
UNITE005	UNITED FIRE PROTECTION CORP.								
		21-00660	12/06/21	5 YEAR INTERNAL INSPECTION	Open	3,188.00	0.00		
VERIZ015	VERIZON								
		22-00100	02/22/22	PHONE/INTERNET-FEB 2022	Open	688.39	0.00		
WRNEU005	W.R. NEUMANN COMPANY, INC.								
		22-00003	01/19/22	WATER-2022 SODIUM HYPOCHLORITE	Open	256.43	0.00		B

Total Purchase Orders: 38 Total P.O. Line Items: 0 Total List Amount: 206,418.75 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	2,678.75	0.00	2,678.75	0.00	0.00	2,678.75
	1-09	6,301.50	0.00	6,301.50	0.00	0.00	6,301.50
Year Total:		<u>8,980.25</u>	<u>0.00</u>	<u>8,980.25</u>	<u>0.00</u>	<u>0.00</u>	<u>8,980.25</u>
	2-01	176,634.39	0.00	176,634.39	0.00	0.00	176,634.39
	2-09	15,850.61	0.00	15,850.61	0.00	0.00	15,850.61
Year Total:		<u>192,485.00</u>	<u>0.00</u>	<u>192,485.00</u>	<u>0.00</u>	<u>0.00</u>	<u>192,485.00</u>
	C-04	3,769.75	0.00	3,769.75	0.00	0.00	3,769.75
	C-08	195.00	0.00	195.00	0.00	0.00	195.00
Year Total:		<u>3,964.75</u>	<u>0.00</u>	<u>3,964.75</u>	<u>0.00</u>	<u>0.00</u>	<u>3,964.75</u>
	T-12	922.75	0.00	922.75	0.00	0.00	922.75
ANIMAL CONTROL	T-13	66.00	0.00	66.00	0.00	0.00	66.00
Year Total:		<u>988.75</u>	<u>0.00</u>	<u>988.75</u>	<u>0.00</u>	<u>0.00</u>	<u>988.75</u>
Total of All Funds:		<u><u>206,418.75</u></u>	<u><u>0.00</u></u>	<u><u>206,418.75</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>206,418.75</u></u>

RESOLUTION NO. 22-41
MEETING DATE: 03-07-2022

RESOLUTION APPOINTING PART-TIME PUBLIC WORKS EMPLOYEE

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

WHEREAS, the Mayor and Borough Council finds that there is a need to hire a Part-Time Public Works Employee; and

WHEREAS, the Fred Septak is qualified and meets all the requirements and recommends the same be appointed at a salary of \$25.00 per hour on an as needed basis effective February 7, 2022.

BE IT FURTHER RESOLVED that the appointment made hereby is effective immediately and is contingent on a clean background check and drivers abstract.

BE IT FURTHER RESOLVED that a copy of this resolution, certified by the Borough Clerk to be a true copy be forwarded to Fred Septak, Public Works Committee, Ana Debevec, Treasurer and George Lang, Chief Financial Officer.

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 March 7, 2022.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 22-42
MEETING DATE: 03-07-2022

**PROVIDING FOR A PRIVATE EXECUTIVE MEETING THAT
EXCLUDES THE PUBLIC**

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

WHEREAS, the “Open Public Meetings Act” enacted October 21, 1975 permits a public body to exclude the public from meetings or portions thereof wherein matters are to be discussed which are exempted from the requirements of the Act; and

WHEREAS, the said Act requires that prior to the holding of a meeting or portion thereof from which the public shall be excluded, the public body should adopt a Resolution at a public meeting providing for the holding of a private meeting; and

WHEREAS, the Borough Council of the Borough of Roosevelt has determined that a meeting should be held from which the public should be excluded in order to discuss a subject which is exempted under the said Act.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council, as follows:

- That the next portion of this meeting be held in Private Session.
- That the general nature of the matter(s) to be discussed relate to the matters:
 - a. Potential Litigation – Green Acres Encroachment
 - b. Potential Litigation/Contractual – Private Property Drainage
 - c. Potential Litigation - Nurko Road Right of Way Encroachment
- That no official action will be taken at the meeting but Minutes shall be kept and shall be available to the public after official action on the subject matter has been taken.
- It is anticipated the discussion conducted in closed session can be disclosed to the public after no further action is required in the matter.

ROLL CALL VOTE:

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 March 7, 2022.

Kathleen Hart
Borough Clerk