

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

DRAFT
COUNCIL MEETING AGENDA
OCTOBER 3, 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=L1RWNlhPYTZZZdUZ5R3piT0NZWHhuUT09>

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)

CORRESPONDENCE:

1. Letter from Roberts Engineering, dated September 22, 2022, regarding an Asset Management Plan to be prepared for Homestead Lane, Cedar Court and Elm Court.

ORDINACE:

CONSENT AGENDA RESOLUTIONS:

- Resolution 22-93 Payment of Bills for October 3, 2022
Resolution 22-94 Authorizing the Extension of the Due Date for the 3rd Quarter 2022 Tax Payments
Resolution 22-95 Authorizing Roberts Engineering Group, LLC to Prepare an Asset Management Plan for the Water Main Replacement Project on Homestead Lane, Cedar Court and Elm Court

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: RAP Event – Abstract Photography to be held on December 3, 2022 from 1PM – 5PM and requesting setup date on December 2, 2022.

2. Use of Borough Hall: RAP Events – January 14, 2023, February 11, 2023, April 1, 2023 and May 7, 2023.
3. Monmouth County Mosquito Control Operations – West Nile Spraying
4. Borough of Roosevelt will be hosting a mobile health clinic in conjunction with CentraState Healthcare System, offering vaccines and screenings at Roosevelt Borough Hall parking lot on October 25, 2022 from 10:00am-1:00pm. Services being offered are:
COVID – 19 vaccines (Pfizer bivalent/updated booster shots)
Diabetes (A1c) screenings
Hypertension (Blood Pressure) Screenings

PUBLIC COMMENT: (Any item)

M/Malkin opens the public comment at _____

M/Malkin closes the public comment at _____

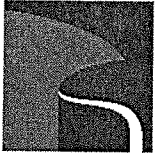
CLOSED SESSION:

Resolution 22-xx 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

September 22, 2022

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

Re: Water Asset Management Plan
Borough of Roosevelt, Monmouth County, New Jersey
File No.: R4653

Dear Mayor and Council:

As you know, the Homestead Lane, Cedar Court, and Elm Court Water Main Replacement Project was completed and closed out in 2021. The Borough is in the process of closing on the NJ Infrastructure Bank (NJIB) loan that was used to fund these water main improvements.

The NJIB now requires that an Asset Management Plan be prepared when loans are finalized. Preparation of an Asset Management Plan was not originally anticipated when this project was first approved in 2018.

In order to meet the requirements of the NJIB loan program, the Asset Management Plan must be prepared by November 4, 2022. Additionally, a certification must be submitted to the NJIB certifying that preparation of an Asset Management Plan is in progress no later than October 10, 2022.

Roberts Engineering Group will prepare the Asset Management Plan in accordance with NJIB requirements for a fee not to exceed \$3,500.00.

I request that Council authorize Roberts Engineering Group to prepare the Asset Management Plan at the meeting of October 3, 2022 in order to provide enough time to prepare the plan as well as the certification by the required deadlines.

Should you have questions, please feel free to contact this office.

Very truly yours,

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

cc: Kathleen Hart, RMC, CMR, Borough Clerk
Ana Debevec, Borough Treasurer
Cameron Corini, PE, CME, Roberts Engineering Group, LLC
Kelly Pham, Roberts Engineering Group, LLC

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

**RESOLUTION NO. 22-93
MEETING DATE: 09-19-2022**

PAYMENT OF BILLS FOR OCTOBER 3, 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 October 3, 2022.

Kathleen Hart
Borough Clerk

10-3-22 BILL LIST

P.O. Type: All
 Range: First to Last
 Format: Condensed
 Vendors: All
 Rcvd Batch Id Range: First to Last
 Include Non-Budgeted: Y
 Open: N
 Rcvd: Y
 Bid: Y
 Paid: N
 Held: Y
 State: Y
 Void: N
 Aprv: N
 Other: Y
 Exempt: Y

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
CMRSF005	CMRS-FP	22-00559	09/29/22	POSTAGE FOR POSTAGE METER	Open	410.00	0.00		
COMPL005	COMPLETE SECURITY SYSTEMS, INC	22-00523	09/12/22	SERVICE CALL 8/29/22	Open	210.00	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
						319.00			
GANNE005	GANNETT NJ NEWSPAPERS	22-00552	09/27/22	AUG 2022 NOTICES	Open	308.44	0.00		
GENE005	GENERAL CODE, LLC	22-00541	09/23/22	E-CODE360 ANNUAL MAINTENANCE	Open	1,195.00	0.00		
GEORG005	GEORGE S COYNE CHEMICAL CO INC	22-00157	03/11/22	SEWER-2022 CES PACL(DELTA FLOC	Open	1,890.56	0.00		B
JCPL0005	JCP & L	22-00542	09/26/22	AUG 2022 ELECTRIC SERVICE	Open	1,045.98	0.00		
PETTY005	PETTY CASH	22-00540	09/23/22	REIMBURSE PETTY CASH	Open	70.50	0.00		
		22-00544	09/26/22	REIMBURSE PETTY CASH	Open	16.71	0.00		
		22-00551	09/27/22	REIMBURSE PETTY CASH	Open	15.98	0.00		
		22-00554	09/28/22	REIMBURSE PETTY CASH	Open	60.00	0.00		
						163.19			
ROBER005	ROBERTS ENGINEERING GROUP, LLC	20-00463	07/30/20	ROAD IMPROV:FARM & SCHOOL	Open	4,807.50	0.00		B
		20-00464	07/30/20	WATER MAIN REPL-FARM & SCHOOL	Open	5,208.25	0.00		B
		21-00061	01/27/21	TRICKLING FILTERS/PHOSPHATE	Open	1,976.25	0.00		B
		22-00273	05/13/22	ROAD IMPROVEMENTS:PINE DRIVE	Open	5,380.00	0.00		B
		22-00275	05/13/22	WATER MAIN REPLACEMENT-PINE DR	Open	2,039.50	0.00		B
		22-00356	06/22/22	NJDOT GRANT 2023 APPLICATION	Open	324.50	0.00		B
		22-00437	07/27/22	ROAD IMPROVEMENTS:TAMARA DRIVE	Open	7,248.00	0.00		B
		22-00438	07/27/22	WATER MAIN REPLACEMENT-TAMARA	Open	1,152.50	0.00		B
		22-00558	09/28/22	PB REVIEW-19 S. ROCHDALE	Open	203.00	0.00		
						28,339.50			
ROOSE005	ROOSEVELT BOARD OF EDUCATION	22-00560	09/29/22	OCT 2022 SCHOOL TAXES	Open	142,644.00	0.00		

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
SBROT005	S. BROTHERS, INC.	21-00528	10/04/21	IMPROV:FARM LANE & SCHOOL LANE	Open	546,134.33	0.00		B
SCHUB005	SCHUBIGER, ERIC	22-00543	09/26/22	REIMB:9/24/22 MOVIE NIGHT	Open	193.02	0.00		
STAPL005	STAPLES BUSINESS ADVANTAGE	22-00505	08/30/22	OFFICE & JANITORIAL SUPPLIES	Open	104.35	0.00		
THEH0010	THE HOME DEPOT	22-00538	09/19/22	MISC ITEMS	Open	90.22	0.00		
		22-00557	09/28/22	SUPPLIES TO REPAIR BOILER	Open	69.98	0.00		
						<u>160.20</u>			
VERIZ015	VERIZON	22-00545	09/26/22	PHONE/INTERNET-SEP 2022	Open	507.71	0.00		
WRNEU005	W.R. NEUMANN COMPANY, INC.	22-00003	01/19/22	WATER-2022 SODIUM HYPOCHLORITE	Open	198.30	0.00		B
Total Purchase Orders: 31						Total P.O. Line Items: 0	Total List Amount: 723,823.58	Total Void Amount: 0.00	

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
	2-01	147,028.01	0.00	147,028.01	0.00	0.00	147,028.01
	2-09	<u>2,646.24</u>	<u>0.00</u>	<u>2,646.24</u>	<u>0.00</u>	<u>0.00</u>	<u>2,646.24</u>
Year Total:		149,674.25	0.00	149,674.25	0.00	0.00	149,674.25
	C-04	451,683.72	0.00	451,683.72	0.00	0.00	451,683.72
	C-08	<u>122,262.61</u>	<u>0.00</u>	<u>122,262.61</u>	<u>0.00</u>	<u>0.00</u>	<u>122,262.61</u>
Year Total:		573,946.33	0.00	573,946.33	0.00	0.00	573,946.33
	T-12	203.00	0.00	203.00	0.00	0.00	203.00
Total of All Funds:		<u><u>723,823.58</u></u>	<u><u>0.00</u></u>	<u><u>723,823.58</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>723,823.58</u></u>

RESOLUTION NO. 22-94
MEETING DATE: 10-03-2022

**AUTHORIZING THE EXTENSION OF THE DUE DATE FOR THE 3RD QUARTER
2022 TAX PAYMENTS**

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

WHEREAS, the Monmouth County tax rate has been received; and

WHEREAS, the Roosevelt Borough Tax Collector has recommended that the due date for the 3rd quarter 2022 taxes be extended to October 25, 2022; and

WHEREAS, the Mayor and Borough Council find it necessary to extend the 3rd quarter 2022 tax payments to October 25, 2022 pursuant to the Tax Collector's recommendation.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Roosevelt that the due date for 3rd quarter 2022 taxes is extended to be October 25, 2022.

BE IT FURTHER RESOLVED that a copy of this Resolution certified by the Borough Clerk to be a true copy be forwarded to the Borough Tax Collector and the 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 October 3, 2022.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 22-95
MEETING DATE: 10-03-2022

**RESOLUTION AUTHORIZING ROBERTS ENGINEERING GROUP, LLC TO
PREPARE AN ASSET MANAGEMENT PLAN FOR THE WATER MAIN REPLACEMENT
PROJECT ON HOMESTEAD LANE, CEDAR COURT AND ELM COURT**

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

WHEREAS, the Water Main Replacement Project on Homestead Lane, Cedar Court and Elm Court was completed and closed out in 2021; and

WHEREAS, the NJ Infrastructure Bank (NJIB) loan used to fund these water main improvements now requires that an Asset Management Plan be prepared when loans are finalized; and

WHEREAS, in order to meet the requirements of the NJIB loan program, the Asset Management Plan must be prepared by November 4, 2022 and a certification must be submitted to the NJIB certifying that preparation of an Asset Management Plan is in progress no later than October 10, 2022; and

WHEREAS, Roberts Engineering Group will prepare the Asset Management Plan in accordance with NJIB requirements for a fee not to exceed \$3,500.00; and

WHEREAS, the Borough's Chief Financial Officer has certified the availability of funds in the amount not to exceed \$3,500.00.

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 the Asset Management Plan in accordance with NJIB requirements for Homestead Lane, Cedar Court and Elm Court at a fee not to exceed \$3,500.00.

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

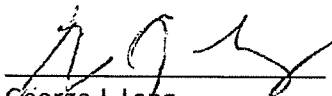
I HEREBY CERTIFY the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on October 3, 2022.

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	Bond Ord. 18-06	\$1,824.43
(Asset Management Plan- Homestead Lane, Cedar Court & Elm Court Water Main Replacement Project)	Engineering O/E	\$1,675.57


George J. Lang
Chief Financial Officer

Dated: 10/03/22