

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

DRAFT
COUNCIL MEETING AGENDA
NOVEMBER 21, 2022 @ 7:00 P.M.

TIME IN _____

Adequate notice of this meeting, as required by Chapter 231, P.L. 1975, has been provided by a public notice on October 28, 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

PRESENTATION BY BOROUGH ENGINEER:

1. Sewer Plant – Trickling Filters

CORRESPONDENCE:

2. Resignation letter received, dated September 14, 2022, from Jacque Carpenter resigning as Chairperson from the Planning Board, effective immediately.
3. Adopted Resolution 2022-0769, dated October 27, 2022 from the Monmouth County Board of County Commissioners regarding establishing the USA 250 – Monmouth Committee.

PUBLIC COMMENT (Agenda items only)

APPROVAL OF MINUTES:

1. October 3, 2022 Regular Meeting Minutes
2. October 17, 2022 Regular Meeting Minutes

ORDINANCE:

FIRST READING

**ORDINANCE 2022-10 AN ORDINANCE AMENDING SECTION 5-6:
"POTENTIALLY DANGEROUS DOGS; VICIOUS DOGS"**

CONSENT AGENDA RESOLUTIONS:

Resolution 22-103 Payment of Bills for November 21, 2022

- Resolution 22-104 2023 Software Support and License Agreement with Edmunds Govtech, Inc.
- Resolution 22-105 Resolution Authorizing an Agreement with Monmouth County Board of County Commissioners to Provide Special Citizen Area Transportation Service (SCAT) for Fiscal Year 2023
- Resolution 22-106 Resolution of the Borough Council of the Borough of Roosevelt Authorizing the Sale of Surplus Personal Property No Longer Needed for Public Use on an Online Auction Website
- Resolution 22-107 Resolution Appointing Clean Communities Coordinator

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. Crossing Guards

NEW BUSINESS:

1. Best Practice Inventory Report
2. Use of Borough Hall: Resident requested use for a private event on November 20, 2022. Request form on file.
3. Use of Borough Hall: Resident request use for a private event on November 27, 2022 from 1pm-4pm. Setup on November 26, 2022. Request form on file.
4. Use of Borough Hall: Resident request use for an Author Fair on December 18, 2022 from 9am-1pm. Setup on December 17, 2022. Request form on file.

PUBLIC COMMENT: (Any item)

M/Malkin opens the public comment at _____

M/Malkin closes the public comment at _____

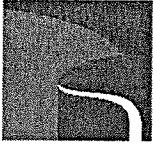
CLOSED SESSION:

Resolution 22-108 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 16, 2022

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

Re: Trickling Filter Evaluation
Wastewater Treatment Plant
Borough of Roosevelt, Monmouth County, New Jersey
Our File No.: R4671

Dear Mayor and Council:

Enclosed with this letter, please find the following:

1. One (1) copy of a report entitled, "Engineer's Report for Trickling Filters and Alternatives at the Wastewater Treatment Plant, Borough of Roosevelt, Monmouth County, New Jersey, dated September 19, 2022."

The enclosed report provides a summary of the current NJPDES permit limits and the condition of the existing Trickling Filters. Specifically, it discusses the importance of the existing trickling filters to the overall treatment process and outlines various modifications that can be made to the Trickling Filters to enhance the treatment capacity of the plant. The report also analyzes alternative treatment methods to the existing Trickling Filters and shows that Trickling Filters appear to be the best method for the Roosevelt Wastewater Treatment Plant.

Regarding the current permit limits, Wastewater Treatment Plant Operator, Mike Lyons, previously notified the governing body that the NJPDES Permit for the Wastewater Treatment Plant has interim and final effluent limitations, which the Borough is obligated to meet. The letter states that the Phosphorus limitations at the Wastewater Treatment Plant have been reduced dramatically and the plant must be able to meet that limit by 2024. We have since received a clarification from the NJDEP which confirms that the permit inaccurately requests modifications, and the phosphorus limits are not changing under the current permit, which expires on March 1, 2025.

Therefore, as there are no significant changes to the permit limits, a modification to the existing wastewater treatment system is not required at this time in order to meet permit limits.

However, we have conducted concrete testing on the existing trickling filters and found that the existing concrete tanks are in a state of failure and cannot be repaired. Concrete cores were taken in July 2022 and the concrete crumbled as soon as extracted. As a result, the concrete could not be tested for strength and cannot be rehabilitated. The Trickling Filter tanks must be replaced. The anticipated cost for new trickling filters is approximately \$3,000,000.

Additionally, we anticipate that the Borough could be subject to more stringent permit limits when the 2025 permit is issued. Construction of new trickling filters can be completed in such a way that will allow for easier implementation of any future improvements that may be required under the next NJDEP-issued NJPDES permit.

It is imperative that the Borough be prepared to move forward in 2023 to address the needed Trickling Filter replacement and to coordinate with the Infrastructure Bank for funding. Due to the condition of

Trickling Filter Evaluation
Wastewater Treatment Plant
Borough of Roosevelt, Monmouth County, New Jersey
Our File No.: R4671
Page 2 of 2

the existing Trickling Filters, I recommend the Borough move forward with these improvements immediately.

Should you have any questions or wish to discuss this further, please feel free to contact me.

Very truly yours,

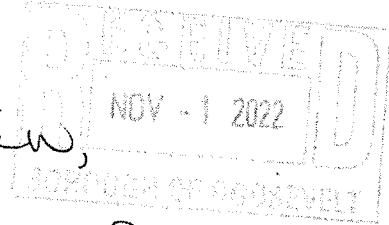


Carmela Roberts, P.E., C.M.E.
Borough Engineer

cc: Kathleen Hart, RMC, CMR, Borough Clerk
Ana Debevec, Borough Treasurer
Greg Cannon, Esq. Borough Attorney
Mike Lyons, Borough Sewer Operator
George Lang, Borough CFO
Cameron Corini, PE, CME, Roberts Engineering Group, LLC
Thak Bakhru, PE, Roberts Engineering Group, LLC
Kelly Pham, EIT, Roberts Engineering Group, LLC

September 14, 2022

Dear Mayor Malbin,



Please accept my resignation as chairman of the Roosevelt Planning Board as of today.

The experience has been an educational and pleasant opportunity to learn about Roosevelt.

I am leaving the post in the hands of very capable and experienced members.

Thank you for the opportunity and experience.

Sincerely,
Jacque Carpenter

Monmouth County Board of County Commissioners

Meeting Venue:

Date: Oct 27, 2022 - 2:00 PM

Location: Hall of Records
 Commissioner's Meeting Room
 1 East Main Street
 Freehold, NJ 07728

Agenda: Resolution establishing the USA 250 – Monmouth Committee

Official Document #	Res# 2022-0769						
Meeting Date	10/27/2022						
Introduced Date	10/27/2022						
Adopted Date	10/27/2022						
Agenda Item	8						
COUNTY COMMISSIONER	PRES.	ABS.	MOVE	SEC.	A.Y.E	NAY	ABST.
Licitra	✓				✓		
DiRocco	✓				✓		
Burry	✓		✓		✓		
Kiley	✓			✓	✓		
Arnone	✓				✓		

CERTIFICATION

I HEREBY CERTIFY THE ABOVE TO BE A TRUE COPY OF A RESOLUTION ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF MONMOUTH AT A MEETING HELD

October 27, 2022

Javara Brown
 CLERK OF THE BOARD

Administrator

RESOLUTION ESTABLISHING THE
USA 250 - MONMOUTH COMMITTEE

WHEREAS, July 4, 2026 will mark the 250th Anniversary of the Declaration of Independence of the thirteen colonies in 1776. This historic milestone of the founding of the greatest nation in the world will be celebrated all across the country with events and activities from the national to the local levels of government; and

WHEREAS, in 2016, the United States Semiquincentennial Commission was established by President Barak Obama to oversee and coordinate the Federal 250th anniversary programs; and

WHEREAS, since that time, states and local communities have been establishing committees to celebrate the United States Semiquincentennial, and coordinate efforts with the state and federal government; and

WHEREAS, in 2018, Governor Murphy signed a measure calling on the New Jersey Historical Commission to create a program celebrating the 250th anniversary of the United States of America in addition to the signing of New Jersey's first Constitution in 1776; and

WHEREAS, New Jersey was one of the 13 colonies and Monmouth County has a rich history integral to the independence effort, including the critical Battle of Monmouth; and

WHEREAS, the Board of County Commissioners of the County of Monmouth wish to establish a Semiquincentennial Committee for the following purposes:

- to provide guidance for Monmouth County's official observances of the 250th Anniversary of the founding of the United States of America
- to assist, plan or conduct Semiquincentennial events
- to facilitate and recommend appropriations for the effectuation of events and activities relating to the Semiquincentennial celebration
- to engage in and encourage fundraising activities as well as solicitation of grants
- to cooperate with national, regional and statewide governmental entities and historical organizations promoting the Semiquincentennial
- to coordinate interagency and with municipal government participation in the celebration
- to coordinate with local or state historical organizations
- to create committees comprised of committee members, honorary members or community members to further the goals of the committee, and
- to perform other related duties; and

WHEREAS, the "USA 250 - Monmouth Committee" shall be comprised of various community members in addition to representatives from County Departments such as the Monmouth County Sheriff's Office, the County Clerk's Office, Public Information and Tourism and the Monmouth County Park System; and

WHEREAS, the committee shall submit an annual report of its activities to the Board of County Commissioners; and

WHEREAS, the committee shall terminate on December 31, 2027.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of the County of Monmouth that the USA 250 - Monmouth Committee be and the same is hereby created and the following members appointed:

1. Commissioner Director, Thomas A. Arnone;
2. Commissioner Ross F. Licitra;
3. Monmouth County Sheriff, Shaun Golden, or his Designee;
4. County Clerk, Christine Hanlon, who shall serve as Chair;
5. Public Information Representative;
6. Tourism Representative;
7. Monmouth County Parks Board Member;
8. Specialist Professor of Public History, Monmouth University, Melissa Ziobro;
9. Historical Association Member, Linda Bricker; and
10. Director of the Monmouth County Historical Commission, John Fabiano.

BE IT FURTHER RESOLVED that the Clerk forward a certified true copy of this resolution to the County Administrator; the Governor of the State of New Jersey; Lieutenant Governor of the State of New Jersey; the New Jersey State Legislature; the

members of the Monmouth County Legislative Delegation; New Jersey League of Municipalities; all County Boards of County Commissioners; the Mayor and Council of all towns within the County of Monmouth and all those members appointed herein.

**RESOLUTION NO. 22-103
MEETING DATE: 11-21-2022**

PAYMENT OF BILLS FOR NOVEMBER 21, 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 November 21, 2022.

Kathleen Hart
Borough Clerk

11-21-22 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 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
ALL0003	ALLEN'S LAWN & TREE SERV, INC.								
		22-00592	10/14/22	STORM DAMAGE-REMOVE LARGE TREE	Open	900.00	0.00		
		22-00623	10/28/22	REMOVE HAZARDOUS TREE ON TRAIL	Open	200.00	0.00		
						<u>1,100.00</u>			
BOARD005	BOARD OF FIRE COMMISSIONERS OF								
		22-00621	10/24/22	2022 FIRE/BLS SERVICES:4/Q/22	Open	24,668.25	0.00		
BOROU005	BOROUGH OF HIGHTSTOWN								
		22-00619	10/24/22	SOLID WASTE CONTRACT:NOV 2022	Open	5,912.33	0.00		
		22-00643	11/07/22	LANDFILL TIPPING FEES:OCT 2022	Open	3,578.70	0.00		
						<u>9,491.03</u>			
COMPL010	COMPLETE CARE MAINTENANCE, LLC								
		22-00635	11/03/22	OCT 2022 SERVICES	Open	400.00	0.00		
CROSS005	CROSS OVER NETWORKS, LLC								
		22-00108	02/24/22	2022 TEAMVIEWER ANTI-VIRUS	Open	70.00	0.00		B
		22-00109	02/24/22	2022 EMAIL ARCHIVING	Open	235.00	0.00		B
		22-00110	02/24/22	2022 CLOUD BACKUP	Open	132.00	0.00		B
		22-00111	02/24/22	2022 IT SERVICES	Open	206.00	0.00		B
						<u>643.00</u>			
DEFOE005	DEFOE, GREG								
		22-00663	11/14/22	REIMB:VEHICLE FUEL	Open	93.97	0.00		
DONAT005	DONATO, ESQ., MICHELE								
		22-00610	10/21/22	PB REVIEW-19 S.ROCHDALE	Open	97.35	0.00		
DRGRE005	DR. GREG JEWELL, DVM								
		22-00640	11/03/22	RABIES CLINIC 11/22/22	Open	150.00	0.00		
EDMUN005	EDMUNDS GOVTECH								
		22-00550	09/27/22	2022 TAX BILLS	Open	270.00	0.00		
		22-00653	11/09/22	EDMUNDS CLOUD HOSTING	Open	2,800.00	0.00		
						<u>3,070.00</u>			
FRANC005	FRANCOTYP-POSTALIA, INC.								
		22-00597	10/19/22	4/Q/2022 METER/SCALE RENTAL	Open	135.45	0.00		
GANNE005	GANNETT NJ NEWSPAPERS								
		22-00605	10/19/22	SEP 2022 NOTICES	Open	376.20	0.00		
		22-00662	11/14/22	OCT 2022 NOTICES	Open	127.60	0.00		
						<u>503.80</u>			
GEORG005	GEORGE S COYNE CHEMICAL CO INC								
		22-00045	01/26/22	SEWER-2022 SODIUM ALUMINATE	Open	4,001.66	0.00		B

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
GLUCK005	GLUCK WALRATH, LLP	22-00666	11/15/22	BAN CLOSING 9/23/22	Open	1,327.00	0.00		
HOLDE005	HOLDEN, JOHN B.	22-00069	02/03/22	2022 WATER PLANT MANAGEMENT	Open	5,228.39	0.00		B
INTER015	INTERSTATE WASTE SERVICES, INC	22-00407	07/14/22	2022 RECYCLING CONTRACT	Open	3,150.83	0.00		B
JWKEN005	J.W. KENNEDY, LLC	22-00644	11/07/22	BORO HALL-ANNUAL FIRE EXT INSP	Open	170.50	0.00		
		22-00645	11/07/22	SEWER PLANT-ANNUAL FIRE EXT	Open	88.00	0.00		
		22-00646	11/07/22	WATER PLANT-ANNUAL FIRE EXT	Open	80.00	0.00		
		22-00647	11/07/22	DPW GARAGE-ANNUAL FIRE EXT	Open	87.50	0.00		
						<u>426.00</u>			
JCPL0005	JCP & L	22-00657	11/10/22	w/s-OCT 2022 ELECTRIC SERVICE	Open	2,995.53	0.00		
KYOCE005	KYOCERA DOCUMENT SOLUTIONS AME	22-00629	11/01/22	KYOCERA COPIER PYMT 49 OF 60	Open	196.41	0.00		
LYONS005	LYONS ENVIRONMENTAL SERV, LLC	22-00052	01/31/22	2022 SEWER PLANT MANAGEMENT	Open	9,075.00	0.00		B
		22-00648	11/08/22	WATER TESTING 10/6/22	Open	40.00	0.00		
		22-00649	11/08/22	ADDT'L SERVICES 10/7-10/25/22	Open	<u>3,106.06</u>	0.00		
						<u>12,221.06</u>			
MGLFO005	MGL FORMS-SYSTEMS, LLC	22-00327	06/13/22	2023 DOG LICENSES	Open	383.00	0.00		
MONMO005	MONMOUTH COUNTY BOARD OF	22-00622	10/24/22	2022 RECORDS ACCESS FEE	Open	501.30	0.00		
MOUNT005	MOUNTS GARAGE	22-00626	10/31/22	REPAIRS TO 2004 FORD F250	Open	397.18	0.00		
NEWPI005	NEW PIG CORPORATION	22-00581	10/12/22	SPILL KIT FOR WTP	Open	1,072.88	0.00		
NJADV005	NJ ADVANCE MEDIA	22-00594	10/14/22	LEGAL NOTICES-10/7/22	Open	8.10	0.00		
		22-00650	11/09/22	LEGAL NOTICES-10/28/22	Open	7.56	0.00		
		22-00652	11/09/22	LEGAL NOTICES-10/28/22	Open	8.10	0.00		
		22-00655	11/10/22	LEGAL NOTICES-10/28/22	Open	<u>8.64</u>	0.00		
						<u>32.40</u>			
ORKIN005	ORKIN PEST CONTROL SERVICE	22-00642	11/04/22	OCT 2022 PEST CONTROL	Open	50.00	0.00		
		22-00654	11/10/22	NOV 2022 PEST CONTROL	Open	<u>50.00</u>	0.00		
						<u>100.00</u>			

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
PASSA005	PASSAIC VALLEY SEWERAGE								
		22-00609	10/20/22	SLUDGE DISPOSAL-SEP 2022	Open	1,243.20	0.00		
		22-00656	11/10/22	SLUDGE DISPOSAL-OCT 2022	Open	<u>638.40</u>	0.00		
						1,881.60			
PEGER005	PEGER, KYLE d/b/a								
		22-00198	04/06/22	PUBLIC LAND MAINTENANCE:2022	Open	2,557.00	0.00		B
PETTY005	PETTY CASH								
		22-00595	10/18/22	REIMBURSE PETTY CASH	Open	70.50	0.00		
		22-00600	10/19/22	REIMBURSE PETTY CASH	Open	38.99	0.00		
		22-00607	10/20/22	REIMBURSE PETTY CASH	Open	70.50	0.00		
		22-00608	10/20/22	REIMBURSE PETTY CASH	Open	31.96	0.00		
		22-00631	11/02/22	REIMBURSE PETTY CASH	Open	15.98	0.00		
		22-00632	11/02/22	REIMBURSE PETTY CASH	Open	<u>56.29</u>	0.00		
						284.22			
PROFE005	PROFESSIONAL GOVT EDUCATORS								
		22-00546	09/26/22	TAX COLLECTOR-11/10/22 WEBINAR	Open	90.00	0.00		
		22-00547	09/26/22	TAX COLLECTOR-12/1/22 WEBINAR	Open	<u>90.00</u>	0.00		
						180.00			
PSEGC005	PSE & G CO.								
		22-00659	11/10/22	OCT 2022 GAS SERVICE	Open	255.50	0.00		
ROBER005	ROBERTS ENGINEERING GROUP, LLC								
		22-00273	05/13/22	ROAD IMPROVEMENTS:PINE DRIVE	Open	641.00	0.00		B
		22-00275	05/13/22	WATER MAIN REPLACEMENT-PINE DR	Open	1,314.75	0.00		B
		22-00438	07/27/22	WATER MAIN REPLACEMENT-TAMARA	Open	1,927.00	0.00		B
		22-00599	10/19/22	WATER ASSET MGMT PLAN	Open	3,159.00	0.00		B
		22-00630	11/02/22	RWV NJDEP DOCS RE:FINANCING	Open	243.75	0.00		
		22-00641	11/04/22	T-MOBILE-PB REVIEW 8/30-9/16	Open	<u>1,205.75</u>	0.00		
						8,491.25			
ROOSE025	ROOSEVELT ARTS PROJECT								
		22-00633	11/02/22	CLEAN COMM-LITTER PICKUP	Open	250.00	0.00		
ROOSE005	ROOSEVELT BOARD OF EDUCATION								
		22-00620	10/24/22	NOV 2022 SCHOOL TAXES	Open	142,644.00	0.00		
ROOSE020	ROOSEVELT PUBLIC SCHOOL								
		22-00634	11/02/22	CLEAN COMM-LITTER PICKUP	Open	250.00	0.00		
RUSSE005	RUSSELL REID, INC.								
		22-00085	02/14/22	2022 SLUDGE REMOVAL	Open	2,301.04	0.00		B
		22-00660	11/10/22	EMERG-CLEAR BLOCKAGE:HOMESTEAD	Open	<u>1,000.00</u>	0.00		
						3,301.04			
SCHAE005	SCHAEFER PLASTICS N.A., LLC								
		22-00382	06/30/22	11 TRASH CANS	Open	1,060.00	0.00		
SOBEL005	SOBEL HAN & CANNON, LLP								
		22-00601	10/19/22	LEGAL SERVICES-JUL 2022	Open	2,500.00	0.00		

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
SOBEL005	SOBEL HAN & CANNON, LLP				Continued				
		22-00602	10/19/22	JUL 2022-GREEN ACRES VIOLATION	Open	262.45	0.00		
		22-00603	10/19/22	LEGAL SERVICES-AUG 2022	Open	2,500.00	0.00		
		22-00604	10/19/22	AUG 2022-STORMWATER TIER	Open	2,295.00	0.00		
						<u>7,557.45</u>			
STAPL005	STAPLES BUSINESS ADVANTAGE								
		22-00548	09/27/22	OFFICE & JANITORIAL SUPPLIES	Open	93.44	0.00		
		22-00549	09/27/22	COLOR PAPER	Open	14.68	0.00		
		22-00628	11/01/22	NEW UPS FOR CLERK'S COMPUTER	Open	133.16	0.00		
						<u>241.28</u>			
SUTPH005	SUTPHEN MEMORIAL, INC.								
		22-00405	07/14/22	2022 CEMETERY MANAGEMENT	Open	775.00	0.00		B
SZBAN005	SZBANZ, EDWARD								
		22-00598	10/19/22	REIMB:FEE-BACKGROUND CHECK	Open	83.20	0.00		
THEHO010	THE HOME DEPOT								
		22-00580	10/12/22	PAINT FOR HYDRANTS	Open	70.96	0.00		
		22-00667	11/16/22	DUPLICATE KEYS	Open	6.94	0.00		
						<u>77.90</u>			
TOWNS015	TOWNSHIP OF MANALAPAN								
		22-00618	10/24/22	ANIMAL CONTROL SERV:NOV 2022	Open	1,000.00	0.00		
TOWNS005	TOWNSHIP OF MILLSTONE								
		21-00611	11/09/21	2021 RECYCLING COORDINATOR	Open	200.00	0.00		
VORTE005	VORTEX SERVICES, LLC								
		22-00539	09/20/22	JETTING/TELEVISIONING-MAIN LINE	Open	14,600.00	0.00		
WBMAS005	W.B. MASON CO., INC.								
		22-00651	11/09/22	DELIVERY/RETURN/RENTAL-OCT/NOV	Open	42.95	0.00		
WRNEU005	W.R. NEUMANN COMPANY, INC.								
		22-00003	01/19/22	WATER-2022 SODIUM HYPOCHLORITE	Open	280.36	0.00		B
WARNI005	WARNICK, NANCY								
		22-00627	11/01/22	REIMB:PLUMBER RE:SEWER ISSUE	Open	84.23	0.00		
WEBHA005	WEB HAULING & DISTRIBUTION, INC								
		22-00584	10/13/22	PUMP BORO HALL PUMP PIT 10/5	Open	249.45	0.00		
WEBOU005	WEB OUTBACK								
		22-00583	10/13/22	RESTROOM RENTAL-AUG 2022	Open	135.00	0.00		
		22-00658	11/10/22	RESTROOM RENTAL-SEP 2022	Open	135.00	0.00		
						<u>270.00</u>			

Total Purchase Orders: 85 Total P.O. Line Items: 0 Total List Amount: 259,002.92 Total Void Amount: 0.00



TOTAL CARRIED FORWARD FROM BILL LIST

259,002.92

MANUAL CHECKS

10/31/22 CK# 12442	APPS4RENT, LLC	1,382.40	
10/31/22 CK# 12443	JCP&L	986.95	
10/31/22 CK# 12444	MONMOUTH COUNTY-COUNTY TAX	46,356.23	
10/31/22 CK# 12445	MONMOUTH COUNTY-LIBRARY TAX	3,488.81	
10/31/22 CK# 12446	MONMOUTH COUNTY-HEALTH TAX	961.65	
10/31/22 CK# 12447	MONMOUTH COUNTY-OPEN SPACE TAX	6,473.23	
10/31/22 CK# 12448	PSE&G	161.95	
10/31/22 CK# 12449	VERIZON	546.17	
		<u>60,357.39</u>	
GRAND TOTAL OF 11/21/22 BILL LIST			<u><u>319,360.31</u></u>

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
	2-01	203,312.35	0.00	203,312.35	0.00	0.00	203,312.35
	2-09	<u>46,653.29</u>	<u>0.00</u>	<u>46,653.29</u>	<u>0.00</u>	<u>0.00</u>	<u>46,653.29</u>
Year Total:		249,965.64	0.00	249,965.64	0.00	0.00	249,965.64
	C-04	1,318.00	0.00	1,318.00	0.00	0.00	1,318.00
	C-08	<u>5,716.18</u>	<u>0.00</u>	<u>5,716.18</u>	<u>0.00</u>	<u>0.00</u>	<u>5,716.18</u>
Year Total:		7,034.18	0.00	7,034.18	0.00	0.00	7,034.18
	G-02	700.00	0.00	700.00	0.00	0.00	700.00
	T-12	1,303.10	0.00	1,303.10	0.00	0.00	1,303.10
Total of All Funds:		<u>259,002.92</u>	<u>0.00</u>	<u>259,002.92</u>	<u>0.00</u>	<u>0.00</u>	<u>259,002.92</u>

RESOLUTION NO. 22-104
MEETING DATE: 11-21-2022

**2023 SOFTWARE SUPPORT AND LICENSE AGREEMENT WITH
EDMUNDS GOVTECH, INC.**

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

WHEREAS, the Borough of Roosevelt wishes to maintain a software support and license agreement for the Roosevelt Administrative Offices from Edmunds GovTech, Inc. for CY2023 as follows:

2023 SOFTWARE MAINTENANCE

TAX COLLECTIONS	\$ 2,460.41
FINANCIAL ACCOUNTING	\$ 3,687.92
UTILITY BILLING	\$ 2,584.79
MCSJ WIPP TAX ANNUAL FEE	\$ 1,341.06
MCSJ WIPP UTILITY ANNUAL FEE	\$ <u>1,341.06</u>
TOTAL	\$<u>11,415.24</u>

WHEREAS, the purchase of goods and services by local contracting units is authorized by Local Public Contracts Laws, N.J.S.40A:11-12; and

WHEREAS, the actual cost for the support agreements listed herein shall be \$11,415.24 for calendar year 2023; and

WHEREAS, the CFO has certified that funds will be available in the 2023 Temporary Budget for the purpose stated in this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Roosevelt, County of Monmouth, State of New Jersey, hereby authorize the Mayor or the Borough Treasurer/Purchasing Agent to execute the support agreements for computer software and maintenance as described herein for the calendar year 2023.

BE IT FURTHER RESOLVED that a copy of this Resolution, certified by the Borough Clerk to be a true copy, is forwarded to the following: Edmunds GovTech, Inc., Chief Financial Officer, Treasurer and Tax Collector.

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 November 21, 2022.

Kathleen Hart
Borough Clerk



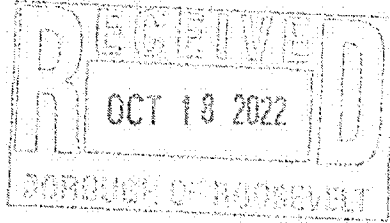
Edmunds GovTech
 301 Tilton Road
 Northfield, NJ 08225

Thank you for your business!
 Please contact us at
 AR@Edmundsgovtech.com
 with questions regarding this invoice.
 Visit our support site
 www.Edmundsgovtech.com

INVOICE

Invoice #: 22-IN6157
 Invoice Date: 10/01/2022
 Payment Terms: Net 90
 Due Date: 01/02/2023

Description: 2023 Software
 Maintenance



Attn: Accounts Payable
 Roosevelt Borough
 P.O. Box 128
 Roosevelt, NJ 08555

QTY	SERVICE ID	DESCRIPTION	UNIT PRICE	AMOUNT	NOTES
1	1-FM-0012-5	Finance Super Suite Maintenance	\$3687.92	\$3,687.92	Contract #: LSW-C0595-2
1	1-RM-1307-5	Real Property Tax Billing Maintenance	\$2460.41	\$2,460.41	Contract #: LSW-C0595-2
1	1-RM-1315-5	WIPP - Tax Maintenance	\$1341.06	\$1,341.06	Contract #: LSW-C0595-2
1	1-RM-1310-5	Utility Billing & Collections Maintenance	\$2584.79	\$2,584.79	Contract #: LSW-C0595-2
1	1-RM-1317-5	WIPP - Utility Maintenance	\$1341.06	\$1,341.06	Contract #: LSW-C0595-2
TOTAL:				\$11,415.24	
PAYMENTS/ CREDITS APPLIED:				\$0.00	
TOTAL AMOUNT DUE:				\$11,415.24	

October 1, 2022

Dear Customer:

Thank you for your continued utilization and investment in your EGT software systems. Without your partnership and loyalty, we would not be able to provide the best products and the highest levels of support in the software and local government worlds.

Through the term of the COVID-19 pandemic and subsequent recovery, EGT has continued to grow and invest in our teams, software products, infrastructure, and in the care and support of our customers. As a result, we continue to have a very strong and innovative foundation, and are in the best position to be with you for decades to come – regardless of how uncertain those times may be.

As you know, considering current economic conditions, many companies across all sectors of our economy have seen significant increases in their costs of doing business, and, accordingly, have substantially raised their own end-user prices. During this time, EGT has worked very hard at maximizing its efficiencies and controlling its own cost structures so that such economic volatility is not directly passed through to our customers. However, in support of the long-term health, security, and ability to continue to provide the best products and support in the United States, this year there will be a 5% increase on all modules and 4% for Hosting Services.

As always, your annual service period will be January 1, 2023 thru December 31, 2023, and all annual maintenance payments are due January 2, 2023. Accordingly, for your convenience, we have attached your corresponding invoice.

Thank you again for your valuable and cherished partnership. If you have any questions about your invoice or payment, please don't hesitate to contact us at AR@EdmundsGovTech.com.

Please forward a purchase order in the amount of the enclosed invoice(s).

Best regards,

Edmunds GovTech

**RESOLUTION NO. 22-105
MEETING DATE: 11-21-2022**

**RESOLUTION AUTHORIZING AN AGREEMENT WITH MONMOUTH COUNTY
BOARD OF COUNTY COMMISSIONERS TO PROVIDE SPECIAL CITIZEN AREA
TRANSPORTATION SERVICE (SCAT) FOR FISCAL YEAR 2023**

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

WHEREAS, *N.J.S.A.* 40A:65-1 provides a municipality with authorization to enter into an agreement with other local units, including counties, to provide or receive any service that each is empowered to provide or receive within its own jurisdiction; and

WHEREAS, the Borough has in the past and wishes to continue a relationship with the County to provide a service to eligible residents for the Special Citizens Area Transportation System (SCAT), which would provide transportation to and from local food markets for those persons sixty (60) years of age and older, in accordance with the rules and regulations in Title III of the Older Americans Act of 1965, as amended in 1978, and for disabled persons under sixty (60) years of age as vehicle space and time is available; and

WHEREAS, the County has presented an Agreement to provide for terms and costs for participation in the SCAT program.

WHEREAS, the cost for this service is \$155.00 per half day with said funds to be made available in the 2023 budget.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Roosevelt that the Agreement with the County of Monmouth for provision of services pursuant to the Special Citizens Area Transportation System for the term January 1, 2023 to December 31, 2023 is approved and the Mayor is authorized to sign and the Clerk to attest the agreement regarding same.

ROLL CALL:

AYES:

NAYS:

ABSTAIN:

ABSENT:

I HEREBY CERTIFY the foregoing to be a true copy of the Resolution adopted by the Borough of Roosevelt at its meeting of November 21, 2022.

Kathleen Hart, RMC
Borough Clerk

Monmouth County

Board of County Commissioners

DIVISION OF TRANSPORTATION

KATHLEEN LODATO

DIRECTOR

e-mail address

Kathleen.lodato@co.monmouth.nj.us



TRANSPORTATION LIASON

COMMISSIONER DIRECTOR

THOMAS A. ARNONE

e-mail address

Thomas.arnone@co.monmouth.nj.us

Dear Administrator,

October 27, 2022

Please find enclosed a copy of the Transportation agreement for the period of January 1, 2023 – December 31, 2023. This agreement provides Municipal sponsored food shopping transportation for the senior and disabled population of your town.

As Director I would like to inform you that I am able to offer you the same service that your residents have become accustomed to while stabilizing the cost for yet another year, there will be no increase in the transportation rate that you are currently paying, that price will remain stable for one more year, the length of this agreement.

With the ban on plastic bags, we were able to supply the residents that use this service with 1 insulated large bag, and we have informed them that there is a 2 bag limit when using this service, we also informed the clients that making the bags very heavy can cause injury to the drivers and also to themselves. I am hopeful that your Municipality supports our efforts in providing safe and reliable service to our residents.

I look forward to a long working relationship with you and if I can be of any further assistance, please do not hesitate to call me. Please have the agreement placed on your agenda as soon as possible so that it can be voted on and signed, I would like all signed agreements returned no later than **December 20, 2022**. If you cannot have your signed agreement back by **December 20, 2022**, it is very important that you call my office so that your transportation service is not interrupted.

Kathleen Lodato, Director

Kathleen Lodato

Monmouth County Division of Transportation

THIS AGREEMENT entered into **January 1, 2023** by and between the COUNTY OF MONMOUTH (hereinafter referred to as the COUNTY) and **BOROUGH OF ROOSEVELT** hereinafter referred to as the MUNICIPALITY/AGENCY).

WHEREAS, the Monmouth County Board of County Commissioners has established the Special Citizens Area Transportation System (hereinafter referred to as SCAT); and

WHEREAS, the MUNICIPALITY has requested that the COUNTY provide service to eligible residents; and

WHEREAS, it is necessary to set forth the responsibilities of both parties in this agreement.

NOW, THEREFORE, in consideration of the mutual covenants and conditions herein contained and for other good and valuable considerations, it is mutually agreed between the parties as follows: Services to be provided under this Agreement will include transportation to and from local food markets. Destinations and pick-up sites will be determined at the discretion of the SCAT coordinator. Ridership on SCAT vehicles shall include those persons 60 years of age and older, in accordance with the rules and regulations set forth in Title III of the Older Americans Act of 1965, as amended in 1978. Service will be provided without regard to disability, in compliance with the provisions of Section 504 of the Rehabilitation Act of 1973. Ridership will also be extended to disabled persons under 60 years of age as vehicle space and time is available. "Disabled" is defined, as per Title 17 of the New Jersey Administrative Code, as a person who may be classified as having a physical impairment which manifests itself in one or more of the following ways: non-ambulatory, semi-ambulatory, visually impaired, deaf or hearing impaired, having faulty coordination, or having reduced mobility, flexibility, coordination or perceptiveness due to age, physical or mental conditions.

1. Vehicles used to provide services under this agreement will be owned, operated, insured and maintained by the COUNTY. All vehicle drivers will have current Operator's and Commercial Driver's License (CDL).
2. Vehicles shall be housed at the COUNTY garage, Freehold Township, or at location agreed to by the parties concerned. The SCAT coordinator will attempt to schedule maintenance work at a time which will afford the least interruption to the normally established service schedules. The provision of auxiliary transportation in the event of major maintenance or accident will be at the discretion of the coordinator of the SCAT Program or his/her designee.
3. Service will be provided for either a half or a full day as specified in Appendix A to this agreement. The COUNTY reserves the right to re-schedule the days of services based upon the availability of vehicles. The days of operation may be re-scheduled by the SCAT coordinator as needed.
4. Additional days of extended service may be provided under this agreement with authorization of the MUNICIPALITY contingent upon the availability of drivers and vehicles and approval of the SCAT coordinator. The MUNICIPALITY will be charged at the rate of a full day of service, plus \$.18 per mile, door to door.
5. The SCAT coordinator may establish routes which would serve two or more MUNICIPALITIES on a given day as long as the existing level of service in the MUNICIPALITY is maintained or improved.
6. A local coordinator will be supplied by the contracting party, either municipal or private, to aid the SCAT coordinator in daily operations.
7. The MUNICIPALITY will be billed on a quarterly basis for services provided at the per diem rate as set forth in Appendix A. The SCAT coordinator will detail the dates as to when services were provided during the quarter. The MUNICIPALITY will make payments within 30 days of the billing date, providing that the billing is in conformity with this agreement. Such payment shall be made by check, and be made payable to the Treasurer, County of Monmouth.

8. Provision of service by the COUNTY under this agreement is conditional upon continued availability of funding through Title III of the Older Americans Act.
9. This contract will be in effect from **January 1, 2023** to **December 31, 2023** or until a subsequent contract is executed.
10. Tolls and other over-the-road parking charges incurred by the vehicle in normal operation of the vehicle will be borne by the MUNICIPALITY which requires the vehicle to traverse toll roads or incur parking or other over-the-road costs provided that the vehicle driver furnishes a receipt substantiating such out-of-pocket cost the MUNICIPALITY. A copy of such receipts and record of payment by the MUNICIPALITY shall be furnished to the SCAT coordinator within seven (7) days after use of the vehicle by either the MUNICIPALITY or contracting parties.
11. The COUNTY reserves the right to alter this agreement or to increase the per diem rate for vehicle operation based on increased costs subject to forty-five (45) days' notice.
12. Either party may terminate this agreement upon sixty (60) days written notice to the other party. Notice shall be sent by certified mail return receipt requested to the Monmouth County Board of County Commissioners in the case of the County and the Municipal Clerk in the case of the municipality.

IN WITNESS WHEREOF, the parties hereto have caused those present to be signed by their respective authorized officers and their respective corporate seals to be hereunto affixed the day and year first above mentioned.

ATTEST:

COUNTY OF MONMOUTH
(seal)

BY: _____
Tamara Brown, Clerk
Board of County Commissioners

BY: _____
THOMAS A. ARNONE
DIRECTOR, Monmouth County Board
of County Commissioners

ATTEST:

MUNICIPALITY
(seal)

BY: _____
Municipal Clerk

BY: _____
Mayor

APPENDIX A

MUNICIPALITY:

BOROUGH OF ROOSEVELT

Days of Service Per Week:

FULL DAYS _____.

HALF DAYS 1 HALF DAY _____.

Charges:

RATE* FULL DAY _____.

RATE* HALF DAY \$155.00 _____.

*Rate is based on average daily passengers.

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

**RESOLUTION NO. 22-106
MEETING DATE: 11-21-2022**

**RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF ROOSEVELT
AUTHORIZING THE SALE OF SURPLUS PERSONAL PROPERTY NO LONGER NEEDED
FOR PUBLIC USE ON AN ONLINE AUCTION WEBSITE**

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

WHEREAS, the Borough of Roosevelt has determined that the personal property described on Schedule A attached hereto and incorporated herein is no longer needed for public use; and

WHEREAS, the Borough of Roosevelt intends to utilize the online auction services of Municibid located at www.municibid.com; and

WHEREAS, the sales are being conducted pursuant to N.J.S.A. 40A:11-36 and the guidance set forth in the Division of Local Government Services' Local Finance Notice 2019-15.

NOW THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Roosevelt, County of Monmouth, State of New Jersey, that the Borough is hereby authorized to sell the surplus personal property as indicated on Schedule A on an online auction website entitled www.municibid.com.

BE IT FURTHER RESOLVED, that the terms and conditions of the agreement entered into between Municibid and the Borough of Roosevelt is available at www.municibid.com and in the Borough Clerk's office.

BE IT FURTHER RESOLVED, that a certified copy of the within Resolution be forwarded by the Borough Clerk to the following: Division of Local Government Services, Municibid, Borough CFO and Borough Purchasing Agent.

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 November 21, 2022.

Kathleen Hart
Borough Clerk

SCHEDULE A

2000 Ford Expedition, VIN#1FMPU16L7YLB83476, mileage is 118,490.

Body rust around doors

-Tires good

-Engine runs strong

-3 speed automatic transmission with overdrive

-Set up as an emergency vehicle, working strobes and light bar

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

**RESOLUTION NO. 22-107
MEETING DATE: 11-21-2022**

RESOLUTION APPOINTING CLEAN COMMUNITIES COORDINATOR

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

BE IT RESOLVED, by the Mayor and Council of the Borough of Roosevelt that Maria Dellasala be and is hereby appointed Clean Communities Coordinator for the Borough of Roosevelt, at an annual rate of \$500.00 with an effective date of February 7, 2022.

BE IT FURTHER RESOLVED that a copy of this resolution, certified by the Borough Clerk to be a true copy, be forwarded to Maria Dellasala; George Lang, Chief Financial Officer and Ana Debevec, Treasurer.

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 November 21, 2022.

Kathleen Hart
Borough Clerk

Best Practices Inventory Online Platform

2022 Survey

Roosevelt Borough

Printable Current Answers

001	Unscored Survey	Health Benefits	[0.00] Percentage of Premium
For medical benefits, select the formula used for active employee cost sharing . For purposes of this question, the phrase "active employees" does not include those elected officials receiving medical coverage.			
002	Unscored Survey	Health Benefits	[0.00] Percentage of Premium
For prescription drug benefits, select the formula used for active employee cost sharing. For purposes of this question, the phrase "active employees" does not include those elected officials receiving Rx coverage.			
003	Unscored Survey	Health Benefits	Comment: File Uploaded Annual Costs provided
If your municipality participates in the State Health Benefits Program, please include the following on the Excel form provided on DLGS's Best Practices webpage: 1) the total amount of premiums paid for CY2022 active employee, retiree and eligible elected official SHBP coverage; and 2) the amount of cost sharing collected from your municipality's employees, retirees and eligible elected officials for SHBP coverage in CY2022. Only combine medical and Rx coverage if your municipality uses SHBP for Rx coverage. Upload the Excel form using the "Attach File" button toward the bottom of your screen. If you have uploaded the Excel form, type "File Uploaded" in the Comment Box. If you have not uploaded the Excel Form, type NA in the Comment Box.			
004	Core Competencies	Personnel	[1.00] Yes
The Fair Labor Standards Act (FLSA) is a federal law requiring that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (please consult labor counsel for detailed guidance). Exempt status also precludes overtime pay for time worked during emergencies, attendance at night meetings and participation in training sessions. Compensated leave time in lieu of cash payments is considered a form of overtime pay unless such leave is utilized in the same pay period. Does your municipality not pay overtime to employees classified as exempt under the FLSA?			

005	Core Competencies	Personnel	[1.00] Yes Comment: 11/15/2021
006	Core Competencies	Budget	[0.00] No
007	Core Competencies	Budget	[0.00] No
008	Core Competencies	Budget	[0.00] No
009	Core Competencies	Budget	[1.00] Yes
010	Core Competencies	Budget	[1.00] Yes

Has your municipality reviewed and updated its employee personnel manual/handbook within the past three years or upon the conclusion of each of your municipality's collective negotiated agreements (CNAs)? If yes, please provide in the Comments section the date which the personnel manual was officially updated using the MM/DD/YYYY format. If not yes, please type "Did Not Answer Yes" into the comment box.

Does your municipality complete an initial draft of its annual budget no later than the first week of February (or first week of August if an SFY municipality), and obtain input in crafting the draft budget from elected officials and department heads as appropriate to the form of government?

Unless the Director sets forth a later date pursuant to N.J.S.A. 40A:4-5.1, N.J.S.A. 40A:4-5 requires that calendar year municipalities approve their introduced budgets no later than February 10 (or August 10 for state fiscal year municipalities) and N.J.S.A. 40A:4-10 requires that calendar year municipalities adopt their budgets no later than March 20 (or September 20 for state fiscal year municipalities). Did your municipality introduce and adopt its current year budget no later than the dates provided by law or as extended by the Director in Local Finance Notice 2021-24? This question may only be answered N/A if your municipality's budget is subject to adoption by the Local Finance Board under State Supervision or if the Division instructed the municipality to delay budget adoption.

N.J.S.A. 40A:5-12 requires the chief financial officer of each municipality to file the Annual Financial Statement (AFS) with the Division by no later than February 10 (August 10 for SFY municipalities). In 2022 the Division extended the AFS submission deadline to March 4 for calendar year municipalities, while the AFS submission deadline for SFY municipalities was extended to September 9. The statute specifies a \$5 per day penalty payable by the CMFO for failing to file the AFS within 10 days of after the time fixed for filing. Did your municipality file its AFS by the required deadline?

Pursuant to N.J.S.A. 40A:2-40, the chief financial officer each municipality shall, before the end of the first month of the fiscal year, file its Annual Debt Statement with the Division of Local Government Services. Did your municipality file its electronic Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 (July 31 for SFY municipalities)?

Has your municipality electronically submitted its User-Friendly Budget section for the CY2021/SFY2022 adopted budget?

011	Core Competencies	Budget
Revenue earned from Uniform Construction Code (UCC) fees must be dedicated to UCC enforcement. The amounts of UCC revenue generated and funds appropriated to UCC enforcement appear on the User-Friendly Budget as well as the UCC Annual Report submitted to the Division of Codes and Standards. Your municipality's construction code fee schedule must comply with the parameters set by N.J.A.C. 5:23-4.17, 5:23-4.18 and Local Finance Notice 2020-27. Does your municipality comply with the law prohibiting the imposition of UCC fee amounts greater than necessary to operate the UCC office, and is your municipality refraining from using UCC fees for purposes unrelated to UCC enforcement? Only answer N/A if your municipality does not have a construction code office.		[1.00] N/A
012	Core Competencies	Capital Projects
Has your municipality adopted a capital program as defined by N.J.A.C. 5:30-4.2, meaning a moving, multi-year plan and schedule for capital projects (including prospective financing sources) and, when pertinent, first year operating costs and savings? Only answer N/A if your municipality is not required to adopt a capital budget pursuant to N.J.A.C. 5:30-4.3.		[1.00] Yes
013	Core Competencies	Transparency
Are your municipality's codified and uncodified ordinances, including all current salary ordinances, available online?		[1.00] Yes
014	Core Competencies	Procurement
Do your municipality's professional services contracts include a "not to exceed" amount?		[1.00] Yes
015	Core Competencies	Procurement
On all public works projects subject to the Prevailing Wage Act, the contractor and all subcontractors must provide the contracting unit with certified payroll records for each employee performing work on the project. Certified payroll records shall be provided for each pay period within ten (10) days of the payment of wages. In turn, the municipality must collect, file, and store all certified payroll records on the project and make them available for inspection during normal business hours. Please review Local Finance Notice 2021-20 for further information. Is your municipality maintaining certified payrolls for all prevailing wage municipal projects pursuant to law and making same available for public inspection?		[1.00] Yes
016	Core Competencies	Cybersecurity
A cybersecurity incident response plan is a set of instructions to help detect, respond to, and recover from network security incidents. Plans such as those adopted by a governing body or from a municipality's JIF address areas such as cybercrime, data loss, and service outages. Does your municipality have a cybersecurity incident response plan?		[1.00] Yes
017	Core Competencies	Cybersecurity
Are all municipal employees receiving ongoing cybersecurity training in malware detection, password construction, identifying security incidents and social engineering attacks?		[1.00] Yes

018	Core Competencies	Financial Administration
Pursuant to N.J.S.A. 40A:5-14(d), a local unit's investment policies shall be based on a cash flow analysis prepared by the CFO, with those policies being commensurate with the nature and size of the funds held by the local unit. Has your municipality conducted a cash flow analysis of its deposited and invested funds, and, based on that analysis, does your municipality's cash management plan set policies for your municipality's investments that consider preservation of capital, liquidity, current and historical investment returns, diversification, maturity requirements, costs and fees associated with the investment and, when appropriate, policies of investment instrument administrators?		[1.00] Yes
019	Core Competencies	Budget
Is your municipality ensuring that insurance reimbursements are credited back to the budget appropriation line item in the budget in accordance with N.J.S.A 40A:5-32, instead of applied as miscellaneous revenue not anticipated? Compliance with this statutory obligation relieves pressure on current year appropriations. Only answer N/A if your municipality had no insurance reimbursements in 2020 or 2021.		[1.00] Yes
020	Core Competencies	Capital Projects
Has your municipality reviewed all completed capital project bond ordinances for remaining balances that can be cancelled by resolution, and revert to their respective balance sheet accounts?		[1.00] Yes Comment: ongoing
021	Core Competencies	Procurement
Has your municipality reviewed with legal counsel and other appropriate officials (e.g. engineer) the boilerplate language in its bid or RFP documents to ensure such language meets legal requirements under the Local Public Contracts Law and pay-to-play, along with other relevant statutes and caselaw?		[1.00] Yes
022	Core Competencies	Transparency
Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year proposed budget (including the full adopted budget for the current year when approved by the governing body); most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?		[1.00] Yes
023	Core Competencies	Transparency
N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to contracts@perc.state.nj.us . Has your municipality filed all current contracts with PERC? Only answer N/A if your municipality does not have any employee labor unions.		[1.00] N/A

024	Core Competencies	Transparency	
	Pursuant to N.J.S.A. 34:13A-16.8(d)(2), PERC requires a summary of the cost impact associated with a municipality's completed contracts for all bargaining units. Police and fire contracts have one summary form, while non-police and fire contracts have another form. The summary forms and filing instructions are located at https://www.state.nj.us/perc/conciliation/contracts/ . Has your municipality filed the required PERC summary forms for all current completed labor agreements? Only answer N/A if your municipality does not have any employee labor unions.		[1.00] N/A
025	Core Competencies	Cybersecurity	
	Does your municipality perform off-network daily incremental backups with weekly full backups of all data?		[1.00] Yes
026	Core Competencies	Shared Services	
	N.J.A.C. 5:30-3.8(d)(20) requires each municipal user-friendly budget to include a listing of each shared service provided or received, what entity or entities are providing or receiving the service, the beginning and end date of the agreement as applicable, and the amount either received or paid for the service. Does your municipality list on its user-friendly budget each shared services agreement it is a party to, along with the other information required by the above-referenced regulation?		[1.00] Yes
027	Core Competencies	Fire Districts	
	If a Board of Fire Commissioners establishes annual compensation for its fire district commissioners, N.J.S.A. 40A:14-88 requires the municipal governing body to review and approve such compensation before the fire district can submit its annual budget to the voters, or, in the case of fire districts whose Board of Fire Commissioners elections coincides with the November General election, before the fire district's annual budget can be adopted. The fire district shall submit to the municipal governing body for approval the amount of compensation fixed by the Board regardless of whether the amount of compensation is being modified. Oughton v. Board of Fire Comrs., etc., 178 N.J. Super. 565, 570-571 (App. Div. 1981). If any members of the Board of Fire Commissioners in one or more of your municipality's fire districts are authorized by the Board to receive compensation, does your municipality 1) require its fire district(s) to submit such compensation for review on an annual basis; 2) ensure that each Board has adopted a resolution or resolutions fixing the amount of compensation requested for governing body approval; and 3) adopt a resolution approving, disapproving, or modifying the compensation amount fixed by the Board of Fire Commissioners?		[1.00] N/A
028	Core Competencies	Shared Services	
	N.J.S.A. 40A:65-4(b) requires a copy of each shared services agreement to be filed with the Division of Local Government Services. Has your municipality filed with the Division the most current copy of each shared services agreement under which the municipality provides one or more services to another local unit as defined by N.J.S.A. 40A:65-3 of the Uniform Shared Services and Consolidation Act? Only answer N/A if your municipality does not provide a shared service to another local unit.		[1.00] N/A

029	Core Competencies	Financial Administration	[0.00] No Comment: in process
030	Core Competencies	Financial Administration	[1.00] N/A
031	Core Competencies	Utilities	[1.00] Yes Comment: on website
032	Core Competencies	Transparency	[1.00] Yes
033	Core Competencies	Ethics	[1.00] Yes
034	Core Competencies	Ethics	[1.00] N/A

N.J.S.A. 40A:5-4 requires municipalities to complete their annual audit for the preceding fiscal year within 6 months after the close of their fiscal year. For calendar year 2021 audits, this deadline was extended to August 31, 2022 pursuant to the Director's June 16, 2022 Order (See Local Finance Notice 2022-12). Has your municipality's completed audit for the preceding fiscal year been electronically submitted to DLGS within the required timeframe? You may only answer this question "N/A" if the Director expressly granted an extension in response to a governing body resolution petitioning for same.

Have all audit findings from the CY2020/SFY2021 audit been 1) identified in the corrective action plan and 2) addressed such that they are not repeated in the CY2021/SFY2022 audit? If the answer is no, please list the repeat findings, along with the date the corrective action plan was submitted to DLGS, under Comments. Only answer "N/A" if there were no audit findings for CY2020/SFY2021.

P.L. 2021, c. 97 requires municipalities with their own water, sewer, or electric service to provide monthly notice to residential ratepayers concerning local utility service and bill payment assistance. Please review Local Finance Notice 2022-09 for more information on the law's requirements. Is your municipality complying with the requirements of P.L. 2021, c. 97? Only answer N/A if your municipality does not have its own water, sewer, or electric service.

In accordance with Governor Murphy's Executive Order 267 dated October 8, 2021 and outlined in LFN 2022-08 dated March 2, 2022, municipalities and counties were required to provide DLGS with a copy of all American Rescue Plan (ARP) LFRF reports filed with U.S. Treasury, including Project and Expenditure Reports, Interim Reports, and Recovery Plan and Performance Reports?. Did your municipality file with the Division all reports filed with Treasury? Only answer N/A if your municipality refused ARP LFRF Funding

The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Statements (FDSS) annually. Compliance by local elected officials is required by N.J.S.A. 40A:9-22.6. Did all governing body members timely file their annual Financial Disclosure Statements for 2022 such that they were not issued a Notice of Violation by the Local Finance Board? Only answer N/A if your municipality has an ordinance on the books establishing a municipal ethics board.

If your municipality has a municipal ethics board, did the municipal ethics board enforce the Financial Disclosure Statement (FDS) statute by issuing violations to local government officers (LGOs) who were on the 2022 roster but did not file the FDS by April 30, 2022? Only answer N/A if your municipality does not have an ordinance on the books establishing a municipal ethics board.

035	Best Practices	Financial Administration	
036	Best Practices	Financial Administration	[0.50] Yes
037	Best Practices	Personnel	[0.50] Yes
038	Best Practices	Tax Collection	[0.50] Yes
039	Best Practices	Procurement	[0.50] N/A
040	Best Practices	Procurement	[0.50] N/A

N.J.A.C. 5:30-8.3(a) establishes a schedule of minimum dollar amounts for tax collector surety bonding. However, subsection (b) of 5:30-8.3 encourages municipalities to adopt a more stringent schedule for tax collector surety bonding that is specified in the subsection. Has your municipality adopted, at minimum, the higher level surety bonding schedule for tax collectors set forth in N.J.A.C. 5:30-8.3(b)?

N.J.A.C. 5:30-8.4 (a) establishes a schedule of minimum dollar amounts for municipal court surety bonding, specifically for municipal judges and municipal court administrators. However, subsection (b) of 5:30-8.4 encourages municipalities to adopt a more stringent schedule for municipal court surety bonding that is specified in the subsection. Has your municipality adopted, at minimum, the higher level surety bonding schedule for municipal court judges and court administrators set forth in N.J.A.C. 5:30-8.4(b)?

Has your municipality established by ordinance an anti-nepotism policy that, at minimum, only authorizes the hiring the family members/relatives of municipal officials and employees if the individuals involved would do not work in a direct supervisory relationship, or in job positions in which a conflict of interest could arise. The term "family member/relatives" should be defined to include but not necessarily be limited to spouses, children, siblings, parents, in-laws, and step-relatives.

Does your municipality issue periodic late notices to taxpayers who are overdue on their property tax payments?

If your municipality contracts with an insurance broker for health insurance, and said contract exceeds the Local Public Contracts Law (LPCL) bid threshold, is your municipality's health insurance broker being procured through a competitive contracting or sealed bid process conducted pursuant to the Local Public Contracts Law? Only answer N/A if your municipality does not contract with an insurance broker for health insurance or, if it does, the contract does not exceed your municipality's LPCL bid threshold.

Insurance broker fees dependent on the amount of health insurance premiums or fees paid by the municipality are vulnerable to abuse as brokers could face conflicting incentives in seeking lower-cost health insurance alternatives. If your municipality contracts with an insurance broker for health insurance, is the structure for broker payments set at a flat-fee rather than on a commission basis to mitigate the risk of a broker recommending more expensive health insurance coverage to earn higher fees? Only answer N/A if your municipality does not contract with an insurance broker for health insurance.

041	Best Practices	Budget
041	Has your municipality created an accumulated absence liability trust fund pursuant to N.J.A.C. 5:30-15.5? Only answer N/A if your municipality 1) does not offer (for any employee hired after a certain date) payouts upon retirement for accumulated sick leave, and 2) no current employee has a grandfathered right to sick leave payouts upon retirement.	[0.00] No Comment: one full time employee
042	Best Practices	Transparency
042	Does your municipality have an official social media account or accounts and, if so, is there a written policy establishing guidelines on access, use, and permitted content? Answer N/A if your municipality does not have a social media account.	[0.50] N/A
043	Best Practices	Transparency
043	Does your municipality feature a link on its website to the Division of Taxation's Property Tax Relief Program webpage at https://www.state.nj.us/treasury/taxation/relief.shtml ?	[0.50] Yes
044	Best Practices	Environment
044	Have public electric vehicle charging stations been installed on municipal property?	[0.00] No
045	Best Practices	Environment
045	When purchasing new vehicles, does your municipality have a formal policy to purchase hybrid or alternative fuel vehicles whenever such vehicles are suited to the intended use? Only answer N/A if your municipality does not own any vehicles.	[0.00] No
046	Unscored Survey	Ethics
046	N.J.S.A. 40A:9-22.19 of the Local Government Ethics Law allows a municipality to establish its own municipal ethics board. Does your municipality have both an ordinance on the books establishing a municipal ethics board and a municipal code of ethics pursuant to N.J.S.A. 40A:9-22.21?	[0.00] No
047	Unscored Survey	Ethics
047	If your municipality has an ordinance establishing a municipal ethics board pursuant to N.J.S.A. 40A:9-22.19, is the board constituted with the minimum number of members necessary to establish a quorum for conducting business? A municipal ethics board shall consist of six members, at least two of whom shall be public members. No more than three members shall be of the same political party. Answer NA if your municipality does not have an ordinance establishing a local ethics board.	[0.00] N/A

048	Unscored Survey	Tax Collection
N.J.S.A. 54:4-122.9 authorizes municipalities to adopt a resolution contracting with a local bank to serve as an "official tax receiving agency" for receiving, under the tax collector's supervision, current tax payments, current water and sewer charges, and other public monies. A bank authorized to serve in this capacity can take property tax payments, utility payments, and other charges that are otherwise paid directly to the municipality, so long as those payments are not for delinquencies. Delinquencies must be satisfied directly with the municipality; however, a bank may accept payments made within an authorized grace period. Local Finance Notice 2021-09 contains further information on applicable requirements. Has your municipality designated a local bank as an official tax receiving agency pursuant to N.J.S.A. 54:4-122.9?	[0.00] No	
049	Unscored Survey	Tax Collection
As explained in Local Finance Notice 2022-04, P.L. 2021, c. 99 expressly authorizes municipalities to establish property tax rewards programs encouraging patronage of local retail establishments. All actions properly taken by a municipal governing body prior to May 12, 2021 to authorize the creation and operation of a property tax rewards program were also retroactively validated by P.L. 2021, c. 99. Has your municipality established a property tax rewards program?	[0.00] No	
050	Unscored Survey	Housing
The Urban Homesteading Act (N.J.S.A. 40A:12-31 through 38) allows a municipality to adopt an ordinance establishing a process whereby title to municipal property obtained through in rem foreclosure is transferred to individuals committed to rehabilitate the premises and reside there for a specified period. All ordinances establishing an urban homesteading program must be filed with the Division of Local Government Services. Does your municipality currently have an ordinance on the books establishing an urban homesteading program pursuant to the Act?	[0.00] No	
051a	Unscored Survey	Shared Services
If your municipality currently provides a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendent to another municipality pursuant to a shared services agreement, please select one of the options provided and list under Comments 1) the municipality for which the position is being provided; and 2) all other positions and each municipality along with the position being provided to that municipality. If your municipality currently provides none of these positions pursuant to a shared services agreement, select None of the Above and insert N/A into Comments.	[0.00] None of the Above Comment: N/A	
051b	Unscored Survey	Shared Services
If the answer to Question 51a is yes, did one or more of the identified shared service agreements result in the dismissal of a tenured official? If yes, please insert under Comments 1) the position or positions where an agreement resulted in the dismissal of a tenured official; and 2) an estimate of the cost savings anticipated to be achieved by the participating municipalities at the outset of the agreement. If the answer is No or N/A, please insert "No" or "N/A" under Comments. See LFN 2018-3R for more information on this provision of the Common Sense Shared Service Act.	[0.00] N/A Comment: N/A	

	Unscored Survey	Environment	
052	How much did your municipality spend on operational costs associated with managing and treating stormwater runoff in the prior fiscal year, and how much did your municipality appropriate toward same for the current fiscal year? Examples of such costs include street cleaning, conveyance system clean-out, routine maintenance of storm drains and outfall pipes, and stormwater runoff-related educational programs. Also list under Comments the FCOA codes your municipality is using to classify these stormwater-related prior year expenditures and current year appropriations.	Roads	Comment: 3,851 in 2021 budgeted 4,000 in 2022 26-290 Streets and Roads
053	Unscored Survey	Financial Administration	[0.00] No
054a	Does your municipality currently retain a chief financial officer through a professional services contract?	American Rescue Plan Act	[0.00] 0%
054b	What portion of the first tranche of ARP LFRF dollars has your municipality obligated to date?	American Rescue Plan Act	[0.00] 0%
054c	What portion of the second tranche of ARP LFRF dollars will your municipality obligate toward eligible uses by December 31, 2022?	American Rescue Plan Act	[0.00] Currently Undecided
055a	What portion of the second tranche of ARP LFRF dollars will your municipality obligate toward eligible uses by December 31, 2023?	Opportunity Zones	[0.00] Currently Undecided
055b	Is your municipality aware of any real estate development projects or businesses that will be using the Opportunity Zone tax incentive or receiving an Opportunity Fund investment?	Opportunity Zones	[0.00] N/A
055b	If your municipality knows of any projects that are using or will be using the Opportunity Zone tax incentive, please include the name of each project, the full address, a short description that includes the primary developer (if applicable), estimated value of the development (i.e. total permitted value), and the project's status (if known) on the Excel form provided on DLGS's Best Practices webpage. Upload the Excel form using the "Attach File" button toward the bottom of your screen. If you have uploaded the Excel form, type "File Uploaded" in the Comment Box. If you have not uploaded the Excel Form, type NA in the Comment Box.	Opportunity Zones	Comment: N/A

056a	Unscored Survey	Lead Remediation
056a	Unscored Survey	<p>P.L. 2021, c. 182 requires a municipality to perform, or, in certain circumstances, hire a certified lead evaluation contractor to perform, inspections of certain single-family, two-family, and multiple rental dwellings for lead-based paint hazards. Further information concerning the requirements of this recently enacted law are available at https://www.nj.gov/dca/divisions/codes/resources/leadpaint.html. Does your municipality have a permanent local agency that has been charged with conducting inspections for lead-based paint in rental dwellings and enforcing the provisions of P.L. 2021, c. 182? If your answer is "Other" fill-in the name of the municipal agency under Comments. If your answer is "Shared Service", please fill-in the name of the agency and the local unit providing the service under Comments.</p>
056b	Unscored Survey	<p>Lead Remediation</p>
056c	Unscored Survey	<p>Lead Remediation</p>
056d	Unscored Survey	<p>Lead Remediation</p>
056e	Unscored Survey	<p>Lead Remediation</p>
056f	Unscored Survey	<p>Lead Remediation</p>
056g	Unscored Survey	<p>Lead Remediation</p>
056h	Unscored Survey	<p>Lead Remediation</p>
[0.00] No local agency	[0.00] No	Comment: under review
Pursuant to P.L. 2021, c. 182, has your municipality identified rental dwellings that have experienced tenant turnover since July 22, 2022?	Unscored Survey	[0.00] No
If your municipality has identified rental dwellings that have experienced tenant turnover since July 22, 2022, have all of those units been inspected prior to re-occupancy?	Unscored Survey	[0.00] N/A
How many visual lead-based paint inspections did your municipality conduct thus far in 2022?	Unscored Survey	Comment: 0
How many dust wipe-sampling lead-based paint inspections did your municipality conduct thus far in 2022?	Unscored Survey	Comment: 0
How many post-remediation lead-based paint inspections has your municipality conducted thus far in 2022? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.	Unscored Survey	Comment: 0
How many lead safe certifications have been issued by your municipality thus far in 2022? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.	Unscored Survey	Comment: 0

056i

Unscored Survey

Lead Remediation

What is the number of lead safe certifications issued by the municipality in the past fiscal year, as used by the municipality? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.

Comment: 0

056j

Unscored Survey

Lead Remediation

Would your municipality be interested in applying for a State grant program to assist with the rental dwelling inspection costs associated with implementing P.L. 2021, c. 182? Answer N/A if your municipality has no local lead inspection activities or does not have any dwellings eligible for inspection.

[0.00] N/A

[Return to Question List \(./?\)](#)
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Best Practices Inventory Online Platform

2022 Survey

Roosevelt Borough

Scoring

Current Score: 31.00

Score
0 - 15
16 - 19
20 - 23
24 +

Aid Withheld
100% of final aid payment withheld
50% of final aid payment withheld
25% of final aid payment withheld
No aid withholding

**RESOLUTION NO. 22-108
MEETING DATE: 11-21-2022**

**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. Items Falling Under Attorney/Client Privilege – Update on Reassignment MS4 Tier B to Tier A
 - b. Potential Litigation – Industrial Zoning
- 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 November 21, 2022.

Kathleen Hart
Borough Clerk