

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

**COUNCIL REGULAR MEETING AGENDA**  
**FEBRUARY 21, 2023 @ 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 January 6, 2023 which was posted on the Bulletin Board 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:**

1. A representative from Millstone Township Fire/EMS to discuss speed humps.

**PUBLIC COMMENT: (Agenda items only)**

**CORRESPONDENCE:**

1. Letter, dated February 15, 2023, from Roberts Engineering Group, LLC regarding preparing the 2022 Tier B NJPDES Stormwater Permit.

**MINUTES:**

1. Regular Meeting Minutes – January 17, 2023

**ORDINANCE:**

**FIRST READING**

**ORDINANCE 2023-01**

An Ordinance Repealing And Replacing Current Code Section 12-5: "Registration And Maintenance Of Vacant And Abandoned Residential Properties In Foreclosure" With New Code Section 12-5: "Vacant And Foreclosed Properties; Registration" Within Chapter 12: "Property Maintenance" Of The Borough's Revised General Ordinances To Update Regulations Pertaining To Vacant Properties Within The Borough To Comport With Newly Adopted State Law

Public Hearing to be held on March 6, 2023 at 7:00 p.m. at the Borough of Roosevelt, 33 N. Rochdale Avenue, Roosevelt, NJ 08555

**CONSENT AGENDA RESOLUTIONS:**

- |                  |  |
|------------------|--|
| Resolution 23-35 | Payment of Bills for February 21, 2023   |
| Resolution 23-36 | A Resolution of the Borough Council of the Borough of Roosevelt<br>Accepting the 2021 Audit Report   |
| Resolution 23-37 | Resolution Authorizing Roberts Engineering Group, LLC to<br>Prepare the Annual Certification and Stormwater Permit for the<br>Borough of Roosevelt |

**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. Speed Humps – Pine Drive

**NEW BUSINESS:**

1. Movie Night – February 25, 2023 at 7PM
2. Use of Borough Hall: A request to use the Borough Hall by RAP for the Roosevelt String Band Concert on May 6 – May 7, 2023. Request form on file.
3. Use of Borough Hall: A request from the Environmental Commission to use the Borough Hall on February 28, 2023 from 7-9pm for Dessert & Discussion. Request form on file.

**PUBLIC COMMENT (Any item)**

M/Malkin opens the public comment at \_\_\_\_\_  
M/Malkin closes the public comment at \_\_\_\_\_

**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

February 15, 2023

Kathleen Hart, RMC, CMR  
Borough Clerk  
Borough of Roosevelt  
P.O. Box 128  
33 North Rochdale Avenue  
Roosevelt, New Jersey 08555

Re: Tier B NJPDES Stormwater Permit  
Annual Certification and Stormwater Permit Compliance  
Borough of Roosevelt, Monmouth County, New Jersey  
Our File No.: R4102

Dear Kathleen:

As you know, the Borough is required by the NJDEP to provide a yearly certification that it has met the requirements of its NJDPES Stormwater Permit. In order to provide this information to the NJDEP, we prepare the Annual Certification and update to the Stormwater Permit for the Borough each year. To prepare the Annual Certification and Stormwater Permit Update, Roberts Engineering Group, LLC will undertake the research necessary and update the permit to reflect how the Borough has complied with the Tier B permit in 2022 at a cost not to exceed \$4,000.00.

The Annual Certification must be submitted no later than May 2, 2023. Please provide authorization to move forward with these two documents as soon as possible.

Should you have any questions, please feel free to call.

Very truly yours,

A handwritten signature in cursive script that reads "Carmela Roberts".

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

cc: Mayor and Council  
George Lang, Borough CFO  
Ana Debevec, Treasurer  
Cameron Corini, P.E., C.M.E., Roberts Engineering Group, LLC  
Kelly Pham, E.I.T., Roberts Engineering Group, LLC

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

**ORDINANCE 2023-01  
INTRODUCTION DATE: 02-21-2023  
PUBLIC HEARING DATE:**

**AN ORDINANCE REPEALING AND REPLACING CURRENT CODE SECTION 12-5: "REGISTRATION AND MAINTENANCE OF VACANT AND ABANDONED RESIDENTIAL PROPERTIES IN FORECLOSURE" WITH NEW CODE SECTION 12-5: "VACANT AND FORECLOSED PROPERTIES; REGISTRATION" WITHIN CHAPTER 12: "PROPERTY MAINTENANCE" OF THE BOROUGH'S REVISED GENERAL ORDINANCES TO UPDATE REGULATIONS PERTAINING TO VACANT PROPERTIES WITHIN THE BOROUGH TO COMPORT WITH NEWLY ADOPTED STATE LAW.**

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C/ \_\_\_\_\_ offered the following Ordinance and moved its introduction, which was seconded by C/ \_\_\_\_\_.

**BE IT ORDAINED** by the Mayor and Council of the Borough of Roosevelt, County of Monmouth, State of New Jersey, that current Borough Code Section 12-5: "Registration and Maintenance of Vacant and Abandoned Residential Properties in Foreclosure" is hereby repealed and replaced with *new* Code Section 12-5: "Vacant and Foreclosed Properties; Registration" within Chapter 12: "Property Maintenance" of the Borough's Revised General Ordinances, as follows:

**CHAPTER 12: PROPERTY MAINTENANCE**

\* \* \*

**§ 12-5 VACANT AND FORECLOSED PROPERTIES; REGISTRATION.**

**§ 12-5.1 Establishment and Purpose.**

The Borough of Roosevelt hereby establishes a vacant property registration program for the purposes of identifying and monitoring residential and commercial properties within the Borough against which a summons and complaint in an action to foreclose on a mortgage has been filed, and to regulate the care, maintenance, security, and upkeep of the exterior of vacant and abandoned residential and commercial properties against which a summons and complaint in an action to foreclose has been filed; as well as impose property registration fees upon the creditors of such residential or commercial properties on an annual basis.

**§ 12-5.2 Definitions; Conditions for Determination.**

**CREDITOR**

Means a mortgagee or an agent or assignee of a mortgagee, such as the servicer, who has filed a complaint in the Superior Court seeking to foreclose upon a residential or commercial mortgage. If the entity seeking to foreclose upon the residential or commercial mortgage

changes as a result of an assignment, transfer, or otherwise after the filing of the foreclosure complaint in the Superior Court, the new entity shall be deemed the creditor for purposes of this section. For purposes of this section, a creditor shall not include the State, a political subdivision of the State, a State, county, or local government entity, or their agent or assignee, such as the servicer.

### **PROPERTY IN FORCLOSURE**

Means residential and commercial properties within the Borough against which a summons and complaint in an action to foreclose on a mortgage has been filed.

### **VACANT AND ABANDONED PROPERTY**

Means residential and commercial properties as to which a notice of violation has been issued under Section 12-5.6 herein below, or where a notice of violation has not been issued, such property shall be deemed “vacant and abandoned” if it is not occupied by a mortgagor or tenant (evidenced by a lease agreement), and at least two of the following conditions exist:

- a. Overgrown or neglected vegetation;
- b. The accumulation of newspapers, circulars, flyers or mail on the property;
- c. Disconnected gas, electric, or water utility services to the property;
- d. The accumulation of hazardous, noxious, or unhealthy substances or materials on the property;
- e. The accumulation of junk, litter, trash or debris on the property;
- f. The absence of window treatments such as blinds, curtains or shutters;
- g. The absence of furnishings and personal items;
- h. Statements of neighbors, association management, delivery persons, or government employees indicating that the residence is vacant and abandoned;
- i. Windows or entrances to the property that are boarded up or closed off or multiple window panes that are damaged, broken and unrepaired;
- j. Doors to the property that are smashed through, broken off, unhinged, or continuously unlocked;
- k. A risk to the health, safety or welfare of the public, or any adjoining or adjacent property owners, exists due to acts of vandalism, loitering, criminal conduct, or the physical destruction or deterioration of the property;
- l. An uncorrected violation of a municipal building, housing, or similar code during the preceding year, or an order by municipal authorities declaring the property to be unfit for occupancy and to remain vacant and unoccupied;
- m. The mortgagee or other authorized party has secured or winterized the property due to the property being deemed vacant and unprotected or in danger of freezing;

- n. A written statement issued by any mortgagor expressing the clear intent of all mortgagors to abandon the property;
- o. Any other reasonable indicia of abandonment.

**§ 12-5.3 Registration of Properties in Foreclosure.**

- a. A creditor filing a summons and complaint in an action to foreclose upon a real property within the Borough shall, within 10 days after serving such summons and complaint, and annually thereafter, file a registration statement for such property in foreclosure with the Borough Clerk on forms provided by the Borough for such purposes.
- b. Each property in foreclosure having a separate block and lot number as designated in the official tax maps of the Borough shall be registered separately.
- c. The registration statement shall include the name, street address, telephone number, and email address (if applicable) of a person 21 years or older, designated by the creditor as the authorized agent for receiving notices of code violations and for receiving process in any court proceeding or administrative enforcement proceeding on behalf of such creditor in connection with the enforcement of this Chapter. The registration statement shall also include the name, street address, telephone number, and email address (if applicable) of the firm and the actual name(s) of the firm's individual principal(s) responsible for maintaining the property in foreclosure. The authorized agent and the responsible person(s) may be the same or different. All such persons shown on the statement must maintain offices in the State of New Jersey or reside within the State of New Jersey.
- d. The registration statement shall identify the date the summons and complaint in an action to foreclose on a mortgage was filed against the subject property, the court in which it was filed, and the docket number of the filing.
- e. The registration statement shall further identify whether the property is vacant and abandoned in accordance with the definition set forth in Section 12-5.2 hereinabove.
- f. The creditor filing a summons and complaint in an action to foreclose shall, if the registered property becomes vacant and abandoned under the definition set forth in Section 12-5.2 after the property is initially registered with the Borough, update the property registration with the Borough to reflect the change in the property's status within 10 days thereof.
- g. The registration shall remain valid for one year from the date of registration except for the initial registration which shall be valid through December 31st of the year in which it was filed. The creditor shall be required to renew the registration annually and shall pay the registration fee prescribed in Subsection 12-5.4 for each property registered. The annual renewal shall be completed by January 1st each year. The initial registration fee shall be pro-rated for registration statements received less than 10 months prior to that date.
- h. The creditor shall notify the Borough Clerk within 10 days of any change in the registration information by filing an amended registration statement on a form provided by the Borough Clerk for such purpose.

- i. The registration statement shall be deemed prima facie proof of the statements therein contained in any administrative enforcement proceeding or court proceeding instituted by the Borough against the creditor.

**§ 12-5.4 Registration Fees.**

The annual registration fee shall be \$500.00 per property annually for any property that is required to be registered because a summons and complaint in an action to foreclose was filed by the creditor. An additional \$2,000.00 per property annually shall be assessed upon registration or renewal if the property was vacant and abandoned under the definition set forth in Section 12-5.2 hereinabove when the summons and complaint in an action to foreclose was filed, or becomes vacant and abandoned under the definition set forth in Section 12-5.2 hereinabove at any time thereafter while the property is in foreclosure.

**§ 12-5.5 Creditor Responsibility for Properties in Foreclosure.**

- a. A creditor filing a summons and complaint in an action to foreclose against a property within the Borough shall be immediately responsible for the care, maintenance, security and upkeep of the exterior of the property in accordance with this Chapter.
- b. A creditor filing a summons and complaint in an action to foreclose against a vacant and abandoned property as defined in Section 12-5.2 hereinabove, or against a property that thereafter becomes vacant and abandoned under the definition set forth in Section 12-5.2 hereinabove at any time while the property is in foreclosure, shall:
  1. Enclose and secure the property against unauthorized entry as provided in the applicable provisions of the Borough Code, or as set forth in any such rules and regulations supplementing same; and
  2. Post a sign affixed to the inside of the property and visible to the public indicating the name, address, and telephone number of the creditor or an out-of-State creditor's in-State representative or agent for the purpose of receiving service of process; and
  3. Ensure that the property, including yards, fences, sidewalks, walkways, retaining walls, attached or unattached accessory structures and driveways, are well-maintained and free from trash, debris, loose litter, and grass and weed growth; and
  4. Continue to maintain the property in a secure and closed condition, keep the grounds in a clean and well-maintained condition, and ensure that the sign is visible and intact until the property is again occupied, demolished, or until repair and/or rehabilitation of the property is complete.
  5. The creditor shall acquire or otherwise maintain liability insurance, in an amount of not less than \$300,000.00 for properties designed primarily for one to four unit residential use and not less than \$1,000,000.00 for any other property, including, but not limited to, properties designed for multifamily, manufacturing, storage or commercial uses, covering any damage to any person or any property caused by any physical condition of or in the property. Any insurance policy acquired or renewed after the property has become vacant and abandoned shall provide for written notice to the Borough Clerk within 30 days of any lapse, cancellation or

change in coverage. The creditor shall attach evidence of the insurance to the annual registration statement. Any registration statement for a vacant and abandoned property that does not include such evidence shall not be a valid registration.

- c. Where a creditor is located out-of-state, the creditor shall be responsible for appointing an in-State representative or agent to act on the creditor's behalf for the purpose of satisfying the requirements of Subsections 12-5.5(a) and 12-5.5(b) hereinabove. Notice of said representative or agent shall be provided to the Borough Clerk under Subsection 12-5.3(c).

**§ 12-5.6 Notice of Violation.**

- a. The enforcement officers designated in Section 12-5.7 hereof shall be authorized to issue a notice to any creditor that has filed a summons and complaint in an action to foreclose against a property within the Borough, if the enforcement officer determines that the creditor has violated this section by failing to provide for the care, maintenance, security, and upkeep of the exterior of a property in foreclosure or a vacant and abandoned property, or has failed to comply with any other provision or requirement of this Chapter.
- b. Where a creditor is an out-of-State creditor, the notice shall be issued to the representative or agent that has been identified by the creditor pursuant to Subsection 12-5.5(c).
- c. The notice referenced in Subsection 12-5.6(a) hereinabove shall require the creditor to correct the violation(s) within 30 days of receipt of the notice, or within 10 days of receipt of the notice if the violation presents an imminent threat to public health and safety.
- d. The issuance of a notice pursuant to Subsection 12-5.6(a) hereinabove shall constitute proof that a property is vacant and abandoned for the purposes of this section.

**§ 12-5.7 Enforcement Officers.**

The duty of administering and enforcing the provisions of this Section 12-5 is conferred upon the Borough Clerk, Code Enforcement Officer, Housing Inspector, and Zoning Officer, and any other duly appointed representatives.

**§ 12-5.8 Violations and Penalties.**

- a. A creditor subject to this section that is found by the Municipal Court of the Borough, or by any other court of competent jurisdiction, to be in violation of the requirement to correct a care, maintenance, security, or upkeep violation cited in a notice issued pursuant to this section shall be subject to a fine of \$1,500.00 for each day of the violation. Any fines imposed pursuant to this paragraph shall commence 31 days following the receipt of the notice referenced in Subsection 12-5.6(a), except if the violation presents an imminent risk to public health and safety, in which case any fines shall commence 11 days following receipt of the notice referenced in Subsection 12-5.6(a).
- b. An out-of-state creditor subject to this section that is found by the Municipal Court of the Borough, or by any other court of competent jurisdiction, to be in violation of the requirement to appoint an in-State representative or agent pursuant to this section shall be subject to a fine of \$2,500.00 for each day of the violation. Any fines imposed on a creditor for the failure to appoint an in-State representative or agent shall commence on the day



after the ten-day period set forth in N.J.S.A. 46:10B-51 and/or N.J.S.A. 40:48-2.12s2 for providing notice to the Borough Clerk that a summons and complaint in an action to foreclose on a mortgage has been filed, and shall continue accruing until such proper registration is filed with the Borough.

- c. A creditor subject to this section that is found by the Municipal Court of the Borough, or by any other court of competent jurisdiction, to be in violation of the requirement to register a property pursuant to Subsection 12-5.3 shall be subject to a fine not exceeding \$2,000.00. Any fines imposed on a creditor under this Subsection 12-5.8(c) shall commence on the day after the ten-day period set forth in Subsection 12-5.3 to register such property, and shall continue accruing until such proper registration is filed with the Borough.
- d. No less than 20% of any money collected by the Borough pursuant to this section shall be utilized by the Borough for municipal code enforcement purposes.

**BE IT FURTHER ORDAINED** that any ordinances or portions thereof which are inconsistent with the provisions of this Ordinance are hereby repealed as of the effective date of this Ordinance. All other provisions of the Revised General Ordinances are ratified and remain in full force and effect; and

**BE IT FURTHER ORDAINED** that, if any provision of this Ordinance or the application of such provision to any person or circumstance is declared invalid, such invalidity shall not affect the other provisions or applications of this Ordinance which can be given effect, and to this end, the provisions of this Ordinance are declared to be severable; and

**BE IT FURTHER ORDAINED** that this ordinance shall be in full force and take effect immediately upon final passage and publication according to law.

ATTEST:

APPROVED

\_\_\_\_\_  
Kathleen Hart, Borough Clerk

\_\_\_\_\_  
Peggy Malkin, Mayor

**PUBLIC NOTICE**

**PLEASE TAKE NOTICE** that the foregoing Ordinance was introduced and passed on first reading on the \_\_\_\_\_ day of \_\_\_\_\_ 2023, at a meeting of the Mayor and Council of the Borough of Roosevelt and will be taken up for final consideration and passage at a regularly scheduled meeting of the Mayor and Council of the Borough of Roosevelt to be held on the \_\_\_\_\_ day of \_\_\_\_\_ 2023 at the Municipal Building at 33 N. Rochdale Avenue, Roosevelt, New Jersey.

\_\_\_\_\_  
Kathleen Hart, Borough Clerk

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

**RESOLUTION NO. 23-35  
MEETING DATE: 02-21-2023**

**PAYMENT OF BILLS FOR FEBRUARY 21, 2023**

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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 February 21, 2023.

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Kathleen Hart  
Borough Clerk

February 16, 2023  
11:40 AM

BOROUGH OF ROOSEVELT  
Bill List By Vendor Name

Page No: 1

2-21-23 BILL LIST

P.O. Type: All  
 Range: First to Last  
 Format: Condensed  
 Vendors: All Include Non-Budgeted: Y  
 Rcvd Batch Id Range: First 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
ALLIE010	ALLIED METER SERVICE, INC.	23-00080	02/13/23	REPAIR WELL #3 MASTER METER	Open	715.00	0.00		
BOROU005	BOROUGH OF HIGHTSTOWN	23-00070	02/08/23	POTHOLE REPAIR	Open	189.50	0.00		
		23-00077	02/09/23	LANDFILL TIPPING FEES:JAN 2023	Open	1,955.95	0.00		
		23-00091	02/15/23	SOLID WASTE CONTRACT:FEB 2023	Open	<u>6,030.58</u>	0.00		
						8,176.03			
BRIMA005	BRIMAR INDUSTRIES, INC.	23-00063	02/01/23	(1) STREET SIGN	Open	53.41	0.00		
COMPL005	COMPLETE SECURITY SYSTEMS, INC	23-00047	01/26/23	ALARM MONITOR 2/1/23-1/31/24	Open	420.00	0.00		
CROSS005	CROSS OVER NETWORKS, LLC	23-00089	02/15/23	2023 IT SERVICES	Open	392.00	0.00		B
DONAT005	DONATO, ESQ., MICHELE	23-00086	02/15/23	CURLEY-PB REVIEW 1/30,1/31/23	Open	84.00	0.00		
GEORG005	GEORGE S COYNE CHEMICAL CO INC	23-00088	02/15/23	SEWER-2023 CES PAQL(DELTA FLOC	Open	4,622.46	0.00		B
INTER015	INTERSTATE WASTE SERVICES, INC	23-00018	01/12/23	2023 RECYCLING CONTRACT	Open	3,245.42	0.00		B
JCPL0005	JCP & L	23-00078	02/09/23	W/S-JAN 2023 ELECTRIC SERVICE	Open	3,899.65	0.00		
KUCKE005	KUCKER HANEY PAINT COMPANY	23-00054	01/30/23	GREY PAINT FOR TOUCH-UP	Open	71.98	0.00		
LYONS005	LYONS ENVIRONMENTAL SERV, LLC	23-00071	02/08/23	ADDT'L SERVICES 1/25-1/29/23	Open	850.00	0.00		
		23-00074	02/08/23	WATER TESTING + NEW ELECTRODE	Open	1,348.09	0.00		
		23-00076	02/09/23	BACKFLOW TEST & PERMIT RENEWAL	Open	<u>508.00</u>	0.00		
						2,706.09			
NJADV005	NJ ADVANCE MEDIA	23-00092	02/16/23	LEGAL NOTICES-2/2/23	Open	6.76	0.00		
NJDEP005	NJ DEPARTMENT OF HEALTH	23-00093	02/16/23	DOG REPORT:JAN 2023	Open	58.80	0.00		
ORKIN005	ORKIN PEST CONTROL SERVICE	23-00073	02/08/23	FEB 2023 PEST CONTROL	Open	50.00	0.00		

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
PARTY010	PARTY PERFECT RENTALS, LLC	23-00048	01/26/23	MOVIE NIGHT 2/25/23	Open	850.00	0.00		
PASSA005	PASSAIC VALLEY SEWERAGE	23-00083	02/14/23	SLUDGE DISPOSAL-JAN 2023	Open	1,612.80	0.00		
PETTY005	PETTY CASH	23-00075	02/09/23	REIMBURSE PETTY CASH	Open	21.53	0.00		
		23-00081	02/13/23	REIMBURSE PETTY CASH	Open	58.00	0.00		
		23-00087	02/15/23	REIMBURSE PETTY CASH	Open	14.37	0.00		
						<u>93.90</u>			
PSEGC005	PSE & G CO.	23-00082	02/14/23	JAN 2023 GAS SERVICE	Open	837.37	0.00		
RUSSE005	RUSSELL REID, INC.	23-00084	02/14/23	2023 SLUDGE REMOVAL	Open	2,415.84	0.00		B
SAMUE005	SAMUEL KLEIN AND COMPANY, LLP	23-00079	02/10/23	2021 ANNUAL AUDIT	Open	10,650.00	0.00		
SUTPH005	SUTPHEN MEMORIAL, INC.	23-00015	01/12/23	2023 CEMETERY MANAGEMENT	Open	775.00	0.00		B
THEHO010	THE HOME DEPOT	23-00068	02/07/23	BATTERIES FOR TOWEL DISPENSERS	Open	33.74	0.00		
		23-00072	02/08/23	LIGHT FIXTURE + SCREWS	Open	67.95	0.00		
						<u>101.69</u>			
TOWNS015	TOWNSHIP OF MANALAPAN	23-00090	02/15/23	ANIMAL CONTROL SERV-FEB 2023	Open	1,000.00	0.00		
WEBHA005	WEB HAULING & DISTRIBUTION, INC	23-00055	01/30/23	PUMP LAKE DR PUMP PIT 1/26/23	Open	274.40	0.00		
WEBOU005	WEB OUTBACK	23-00056	01/31/23	RESTROOM RENTAL-NOV & DEC 2022	Open	270.00	0.00		
Total Purchase Orders:		32	Total P.O. Line Items:		0	Total List Amount:	43,382.60	Total Void Amount:	0.00

Totals by Year-Fund		Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
Fund Description	Fund						
	2-01	5,875.00	0.00	5,875.00	0.00	0.00	5,875.00
	2-09	<u>5,045.00</u>	<u>0.00</u>	<u>5,045.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,045.00</u>
Year Total:		10,920.00	0.00	10,920.00	0.00	0.00	10,920.00
	3-01	15,755.37	0.00	15,755.37	0.00	0.00	15,755.37
	3-09	<u>16,564.43</u>	<u>0.00</u>	<u>16,564.43</u>	<u>0.00</u>	<u>0.00</u>	<u>16,564.43</u>
Year Total:		32,319.80	0.00	32,319.80	0.00	0.00	32,319.80
	T-12	84.00	0.00	84.00	0.00	0.00	84.00
ANIMAL CONTROL	T-13	<u>58.80</u>	<u>0.00</u>	<u>58.80</u>	<u>0.00</u>	<u>0.00</u>	<u>58.80</u>
Year Total:		142.80	0.00	142.80	0.00	0.00	142.80
Total of All Funds:		<u><u>43,382.60</u></u>	<u><u>0.00</u></u>	<u><u>43,382.60</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>43,382.60</u></u>

**RESOLUTION NO: 23-36**  
**MEETING DATE: 02-21-2023**

**A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF  
ROOSEVELT ACCEPTING THE 2021 AUDIT REPORT**

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

**WHEREAS**, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

**WHEREAS**, the Annual Report of Audit for the year 2021 has been filed by a Registered Municipal Accountant with the Municipal Clerk as per the requirements of N.J.S. 40A:5-6, and a copy has been received by each member of the governing body; and

**WHEREAS**, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per R.S. 53:23BB-34; and

**WHEREAS**, the Local Finance Board has promulgated a regulation requiring that the Governing Body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, at a minimum, the section of the annual audit entitled:

General Comments  
Recommendations

and

**WHEREAS**, the members of the governing body have personally reviewed as a minimum the Annual Audit Report, and specifically the sections of the annual audit entitled:

General Comments  
Recommendations

as evidence by a group affidavit from the governing body; and

**WHEREAS**, such resolution of certification shall be adopted by the governing body no later than forty-five days after the receipt of the Annual Audit, as per the regulation of the Local Finance Board; and

**WHEREAS**, failure to comply with the promulgation of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 53:27BB-52 – to wit:

“A local officer or a member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the Director of Local Government Services, under the provision of this Article, shall be guilty of misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.”

**NOW, THEREFORE, BE IT RESOLVED**, that the Governing Body of the Borough of Roosevelt, hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey dated July 30, 1968 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

**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 February 21, 2023.

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Kathleen Hart  
Borough Clerk

**STATE OF NEW JERSEY**  
**COUNTY OF MONMOUTH**

**GROUP AFFIDAVIT**

We, members of the Governing Body of the Borough of Roosevelt, in the County of Monmouth, being duly sworn according to law, upon our oath, depose and say:

1. We are duly elected/appointed members of the Borough Council of the Borough of Roosevelt in the County of Monmouth;
2. In the performance of our duties, and pursuant to N.J.S.A. 5:30-6.5, we have familiarized ourselves with the content of the Annual Municipal Audit filed with the Clerk pursuant to N.J.S.A. 40A:5-6 for the year 2021; and
3. We certify that we personally reviewed and are familiar with, at a minimum, the sections of the annual Report of Audit entitled: "Comments and Recommendations".

Peggy Malkin, Mayor

\_\_\_\_\_

Robert Atwood, Councilmember

\_\_\_\_\_

Louis Esakoff, Councilmember

\_\_\_\_\_

Michael Hamilton, Councilmember

\_\_\_\_\_

Constance Herrstrom, Councilmember

\_\_\_\_\_

Steve Macher, Councilmember

\_\_\_\_\_

Joe Trammell, Councilmember

\_\_\_\_\_

Sworn and subscribed to before me this 21st Day of February 2023.

\_\_\_\_\_  
Kathleen Hart, RMC  
Borough Clerk



**RESOLUTION NO. 23-37  
MEETING DATE: 02-21-2023**

**RESOLUTION AUTHORIZING ROBERTS ENGINEERING GROUP, LLC TO  
PREPARE THE ANNUAL CERTIFICATION AND STORMWATER PERMIT FOR THE  
BOROUGH OF ROOSEVELT**

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

**WHEREAS**, the NJDEP requires a yearly certification of its NJDPES Stormwater Permit; and

**WHEREAS**, the Borough Engineer will undertake the research necessary and update the permit to reflect how the Borough of Roosevelt has complied with the permit in 2022 at a cost not to exceed \$4,000.00; and

**WHEREAS**, the Borough's Chief Financial Officer has certified the availability of funds in the amount not to exceed \$4,000,00.

**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 perform the necessary work to undertake the research necessary and update the permit for the NJDPES Stormwater Permit in an amount not to exceed \$4,000.00.

**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 February 21, 2023.

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Kathleen Hart  
Borough Clerk