

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

**COUNCIL REGULAR MEETING AGENDA**  
**NOVEMBER 9, 2023 @ 7:00 P.M.**

**TIME IN \_\_\_\_\_**

Adequate notice of this meeting, as required by Chapter 231, P.L. 1975, has been transmitted to the Asbury Park Press and Trenton Times on October 31, 2023, posted on the Bulletin Board at the Roosevelt Post Office and in the Borough Hall.

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

**MAYOR'S REPORT:**

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

**MINUTES:**

1. Regular Meeting Minutes – October 2, 2023

**CORRESPONDENCE:**

1. Letter from the Fund for Roosevelt, Inc., dated October 31, 2023 regarding contributing funds for the Amphitheater project.

**ORDINANCE:**

**FIRST READING**

**ORDINANCE 2023-16              AN ORDINANCE AMENDING THE ZONING  
   ORDINANCES OF THE BOROUGH CODE TO INCLUDE  
   WINERIES AS A PERMITTED USE IN THE BOROUGH'S  
   R-AG/400 ZONE WITH APPLICABLE REGULATIONS**

Second Reading and Public Hearing is scheduled for December 18, 2023 at Roosevelt Borough Hall, 33 N. Rochdale Avenue, Roosevelt, NJ.

**CONSENT AGENDA RESOLUTIONS:**

Resolution 23-113      Payment of Bills for November 9, 2023  
Resolution 23-114      Resolution Authorizing the Award of a Non-Fair and Open Contract for Professional Landscape Architect Services to ETM Associates, LLC for Improvements to the Franklin Delano Roosevelt Memorial Amphitheater

Resolution 23-115      Resolution Approving First Addendum to Project Agreement  
With the Fund for Roosevelt to Reimburse the Soft Costs Associated with  
the Borough's Planned Renovation of the Franklin Delano Roosevelt  
Memorial Amphitheater

**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

**NEW BUSINESS:**

1. 2023 Best Practice Inventory

**PUBLIC COMMENT (Any item)**

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

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

**ADJOURNMENT**

**TIME OUT:** \_\_\_\_\_



## Fund for Roosevelt, Inc.

P. O. Box 404  
Roosevelt, NJ 08555-0404

October 31, 2023

Mayor and Borough Council  
Borough of Roosevelt

*President*  
Thomas C. Curry.

*Vice-President*  
Alan Mallach

*Treasurer*  
Kirk Rothfuss

*Secretary*  
Gail Hunton

*Trustees*  
Mark Aaklus  
Elsbeth Battel  
Jeff Ellentuck  
Kathleen John-Alder  
Rick Pressler  
Michael Ticktin

Dear Mayor and Council Members,

On behalf of the Trustees of the Fund for Roosevelt, Inc. (FFR), I am writing to confirm that we have approved funding for the second phase of design services for the Borough's Amphitheater project.

The Fund for Roosevelt will contribute funds for the Amphitheater project's design consultant (ETM Associates) with the following conditions:

The funding contribution is conditioned upon the Borough's formal commitment to fund construction of the project and an executed grant agreement with the County.

We prefer that the Borough fund engineering services for the water supply through their engineering contract. Therefore, FFR's total contribution will be \$23,000.

All construction cost overruns will be the responsibility of the Borough. Cost overruns for the consulting Landscape Architect (ETM Associates) will be the responsibility of the Borough if they are the result of construction delays and extensions.

FFR expects construction oversight by ETM Associates to be administered in accordance with a contract that stipulates regular on-site inspections, project meetings (at least bi-weekly) and communication with the contractor; prompt response to RFI's and site issues that may arise; review of submittals, change order requests, and contract changes; and regular written communication with the Borough on the progress of the construction contract. We feel that the proposed \$17,000 fee for construction supervision is adequate to cover these requirements.

We are pleased to be able to contribute to what we all agree is an opportunity to create a significant improvement for our community. Thank you for your hard work to help make this happen.

Sincerely,

Gail L. Hunton  
Secretary, FFR Board of Trustees

New Jersey State Law requires that we advise you of the following: Information filed with the Attorney General concerning any solicitation by the Fund for Roosevelt, Inc. may be obtained from the Attorney General of the State of New Jersey by calling (973) 504-6215. Registration with the Attorney General does not imply endorsement.

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

**ORDINANCE 2023-16  
INTRODUCTION DATE: 11-09-2023  
PUBLIC HEARING DATE: 12-18-2023**

**AN ORDINANCE AMENDING THE ZONING ORDINANCES OF THE  
BOROUGH CODE TO INCLUDE WINERIES AS A PERMITTED USE IN  
THE BOROUGH'S R-AG/400 ZONE WITH APPLICABLE REGULATIONS**

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**WHEREAS**, the Borough of Roosevelt, County of Monmouth, State of New Jersey (the "Borough"), seeks to preserve its rural character through development policies that promote agricultural uses and the preservation of open spaces; and

**WHEREAS**, over time, the ownership and use of farmland and open space throughout the Borough has significantly changed and continues to change at present; and

**WHEREAS**, the Borough faces significant threats of development on farmland and open space both within the Borough and surrounding its borders; and

**WHEREAS**, the Mayor & Council find it to be in the best interests of the Borough that its development regulations and policies be revised and updated to promote more modern agricultural uses of land, and correspondingly, the preservation of farmland within the Borough;

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the Borough of Roosevelt, County of Monmouth, State of New Jersey, as follows:

**SECTION 1:** Section 2.100: "Definitions" of the Zoning Ordinances of the Borough Code shall be supplemented with following *new* definitions (~~stricken text~~ indicates deletions, underlined text indicates additions):

**2.100 DEFINITIONS.**

**SALES ROOM, WINERY**

An on-site or off-site facility that sells beverages produced by a winery direct to consumers either for consumption on the premises, or off-premises, and licensed in accordance with the State Alcoholic Beverage Law. Also known as a tasting room.

**SAMPLING (WINE)**

The selling at a nominal charge or the gratuitous offering of an open container not exceeding one and one half ounces of any wine.

**WINEMAKING, INSTRUCTIONAL FACILITY**

Any facility where nonlicensed persons may engage in and be instructed in and assist in the act of making wine or any similar fermented alcoholic beverage, where instruction is provided by a person licensed in accordance with the State Alcoholic Beverage Law.

**WINERY**

Any establishment engaged in the act of fermenting fruit juice or other natural substances in order to produce alcoholic beverages such as wine, mead, or brandy, and licensed in accordance with the State Alcoholic Beverage Law, that produces less than 250,000 gallons of alcoholic beverages annually. A winery must have a farm winery license issued by the State of New Jersey and shall also comply with all applicable state and county regulations.

SECTION 2: Section 4.500: "District Regulations" of the Zoning Ordinances of the Borough Code shall be amended as follows (~~stricken text~~ indicates deletions, underlined text indicates additions):

**4.500 DISTRICT REGULATIONS.**

**DISTRICT R-AG 400 RESIDENTIAL/AGRICULTURAL DISTRICT**

*Purpose:* The purpose of this district is to facilitate the continuation of traditional agricultural lands for productive farming purposes in accordance with the original plan and design of Jersey Homesteads and the Roosevelt National Historical District; to minimize residential sprawl; to encourage the perpetuation of the Borough's agro-industrial design so long as it may be appropriate and to otherwise further the general purposes of this ordinance.

*Principal Permitted Uses:*

- Farms for growing of field, vegetable, fruit, and tree crops, and vineyards
- Nurseries and greenhouses
- Single-family detached dwellings
- Group homes for the developmentally disabled license by the New Jersey Department of Human Services.
- Houses of worship subject to the requirements below.
- Public and private schools. Public and private schools shall comply with applicable requirements in accordance with State law and be subject to the requirements below.
- Winery, subject to the requirements of Sections 6.200, 6.210, 6.211, 6.212, 6.213, 6.220, 6.230, 6.240, 6.250 and 6.700.

Sales Room, Winery, subject to the requirements of Sections 6.200, 6.210, 6.211, 6.212, 6.213, 6.220, 6.230, 6.240, 6.250 and 6.700.

Winemaking, Instructional Facility, subject to the requirements of Sections 6.200, 6.210, 6.211, 6.212, 6.213, 6.220, 6.230, 6.240, 6.250, and 6.700.

Athletic and recreation facilities ancillary to a public or private school provided that such facilities shall be located on the same parcel as the school within the R/Ag-400 Zone and further provided that such facilities shall not utilize field lighting, that any scoreboard structures be located a minimum of 500 feet from any off-tract residential use, and that a planted buffer and landscaping be provided in accordance with the requirements below.

Dormitories for private schools in the R-AG400 Zone shall conform with the following:

- a. Dormitories shall be located on the same property as the school facility for which the dormitory is providing boarding services.
- b. Dormitories shall comply with requirements applicable to dormitories in accordance with State law.
- c. Provisions for affordable housing generated in accordance with State law shall be provided by private schools.
- d. Parking. Parking shall be provided in accordance with Section 6.220.
- e. Loading. Loadings bases shall be provided and designed in accordance with Section 6.230.

Houses of worship, private and public schools, athletic fields and dormitories shall provide for the following:

- a. A planted buffer of not less than 50 feet in width shall be provided between a dormitory, school and/or athletic and recreation field and an adjacent residential structure within 100 feet of the facility in accordance with the standards of Article 5 of Ordinance, 187, Subdivision and Site Plan Ordinance. The length of a planted buffer shall be sufficient to provide a visual screen from the residence to the facility or facilities to be developed.
- b. Landscaping in accordance with Article 5 of Ordinance 187, Subdivision and Site Plan Ordinance.

**DISTRICT R-AG 400 RESIDENTIAL/AGRICULTURAL DISTRICT**

*Permitted Accessory Uses:*

- Buildings and structures incidental to permitted principal uses, including customary farming accessory uses for farms, nurseries and greenhouses and customary residential accessory uses.
- Other accessory uses as permitted in the R-40 district
- Signs pursuant to Section 6.300
- Parking pursuant to Section 6.200

*Conditional Uses:*

- Breeding, raising, training, boarding and/or rehabilitation of horses provided that there is, at least, one acre of pasture per horse over the age of seven months and there are no nuisance factors generated.

SECTION 3: Section 6.220: "Minimum Parking Requirements" of the Zoning Ordinances of the Borough Code shall be amended as follows (~~stricken text~~ indicates deletions, underlined text indicates additions):

**6.220 MINIMUM PARKING REQUIREMENTS.**

Where a particular activity contains more than one of the following categories of uses, the total parking requirement shall be the sum of all use requirements:

a.	Residential	2 spaces per dwelling unit
b.	Farm	2 spaces per dwelling unit
c.	School	2 spaces per classroom, but not less than 1 space per 5 seats in an auditorium
d.	Borough Hall	1 space for each full-time employee plus 1 space for every 5 seats in the general meeting room
e.	House of Worship	1 space for every 5 seats
f.	Office	1 space for each 325 square feet of gross floor area
g.	Retail Store	1 space for every 150 square feet of gross floor area
h.	Service Station	4 spaces per interior service area or bay
i.	Manufacturing or Assembly Plant	1 space for every 800 square feet of gross floor area
j.	Swim Club	1 space for every 50 square feet of water surface

k.	Dormitories	1 space for every adult supervisor and 1 space for every 2 students aged 16 <sup>1/2</sup> years or older
l.	<u>Winemaking, Instructional Facility</u>	<u>1 space per 500 square feet of gross floor area for instructional or classroom space, plus 1 space per 2,00 square feet of any storage area</u>
m.	<u>Winery</u>	<u>1 space per 1,000 square feet of gross floor area devoted to production or storage space, plus 1 space per 150 square feet of gross floor area in any sales room or tasting room area.</u>
n.	<u>Sales Room, Winery</u>	<u>1 space per 150 square feet of gross floor area</u>

SECTION 4: Article VI: "Supplementary Regulations" of the Zoning Ordinances of the Borough Code shall be supplemented with *new* Section 6.700: "Wineries" as follows (~~stricken text~~ indicates deletions, underlined text indicates additions):

### **6.700 WINERIES.**

#### a. Wineries

1. A tasting room and/or salesroom for sampling and purchasing of beverages produced on the premises may be permitted as an accessory use.
2. An instructional facility may be permitted as an accessory use to a winery.
3. A winery may include outdoor seating on the premises provided that the seating area is enclosed by fencing, landscaping, or gates at least 36 inches in height, and does not interfere with any necessary pedestrian or vehicular circulation.
4. The hours of operation where sales of alcoholic beverages for consumption on the premises is permitted shall be limited from 12:00PM to 10:00PM.
5. No operation of a kitchen or restaurant on the premises shall be permitted, and no prepared food shall be sold on the premises. Only finger foods and other snacks may be offered on the premises.
6. Live entertainment is permitted inside the facility during all hours of operation. Outdoor entertainment on the premises shall be limited from between the hours of 12:00PM to 10:00PM.
7. All storage of waste materials, garbage, and recyclable materials shall be in enclosed containers, and stored inside the primary building, or within a separately enclosed structure that will completely confine any odors.
8. Unless otherwise provided herein and within Chapter Z – Zoning of the Borough of Roosevelt, the regulations regarding on-farm direct marketing facilities, activities and



events pursuant to N.J.A.C. 2:76-2A.13 shall be utilized for wineries.

9. A winery permit is required:

- a) Wineries utilizing existing farm structures located on properties as of the adoption of this subsection and fulfilling all requirements of 6.700 – Wineries and 4.500 – District Regulations shall be site plan exempt. All other wineries shall obtain site plan approval from the approving authority.
- b) All wineries shall obtain a yearly retail sales permit issued by the Zoning Officer. The retail sales permit shall be issued or denied within 20 working days of submission. A fee of \$25 shall be submitted with the permit application.
- c) All winery sales permit applications shall include a plot plan which indicates: the location of all existing structures; parking locations; the location, size and description of signage; floor plan of the retail sales area; the location of all entrances and exits; the location of all access isles, parking control measures to be provided; and a description of the wine and accessory products sold and the hours of operation. Proof of a State Alcoholic Beverage Control (ABC) approved farm winery license shall be submitted. The Zoning Officer may request additional information as deemed necessary.

10. The sales area shall be limited to juices, wine and/or brandy grown, processed and fermented on site in the winery, along with associated accessory products such as corkscrews, wine totes, wine buckets, wine glasses, decanters, small wine racks, small uncorking and preservation machines, small wine barrels and literature.

11. A mercantile license shall be obtained.

12. All wineries must obtain a yearly retail sales permit issued by the Zoning Officer.

13. Wine sampling shall be limited to no more than five samples per visitor as defined herein.

b. Sales Room of Wineries

1. A sales room for a winery may include outdoor seating on the premises provided that the seating area is enclosed by fencing, landscaping, or gates at least 36 inches in height, and does not interfere with any necessary pedestrian or vehicular circulation
2. The hours of operation where sales of alcoholic beverages for consumption on the premises is permitted shall be limited from 12:00PM to 10:00PM.
3. No operation of a kitchen or restaurant on the premises shall be permitted, and no prepared food shall be sold on the premises. Only finger foods and other snacks may be offered on the premises.

4. Live entertainment is permitted inside the facility during all hours of operation. Outdoor entertainment on the premises shall be limited from between the hours of 12:00PM to 10:00PM.
5. All storage of waste materials, garbage, and recyclable materials shall be in enclosed containers, and stored inside the primary building, or within a separately enclosed structure that will completely confine any odors.

**BE IT FURTHER ORDAINED** that should any section, paragraph, sentence, clause, or phase of this ordinance be declared unconstitutional or invalid for any reason, the remaining portion of this ordinance shall not be affected thereby and shall remain in full force and effect, and to that end the provisions of this ordinance are hereby declared to be severable; and

**BE IT FURTHER ORDAINED** that, after introduction, the Borough Clerk is hereby directed to submit a copy of the within Ordinance to the Planning/Zoning Board of the Borough of Roosevelt for its review in accordance with N.J.S.A. 40:55D-26 and N.J.S.A. 40:55D-64. The Planning Board is directed to make and transmit to the Borough's Mayor & Council, within 35 days after referral, a report including identification of any provisions in the proposed ordinance which are inconsistent with the master plan and recommendations concerning any inconsistencies and any other matter as the Board deems appropriate; and

**BE IT FURTHER ORDAINED** that this Ordinance shall take effect immediately upon (1) adoption; (2) publication in accordance with the laws of the State of New Jersey; and (3) filing of the final form of adopted ordinance by the Clerk with the Monmouth County Planning Board pursuant to N.J.S.A. 40:55D-16; and

**BE IT FURTHER ORDAINED** that all ordinances or parts of ordinances inconsistent with this amending ordinance are hereby repealed to the extent of their inconsistencies only.

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 scheduled meeting of the Mayor and Council of the Borough of Roosevelt to be held on the \_\_\_\_ day of \_\_\_\_\_, 2023 at the Municipal Building 33. N. Rochdale Avenue, Roosevelt, New Jersey

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Kathleen Hart, Borough Clerk

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

**RESOLUTION NO. 23-113  
MEETING DATE: 11-09-2023-2023**

**PAYMENT OF BILLS FOR NOVEMBER 9, 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 November 9, 2023

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Kathleen Hart  
Borough Clerk

November 6, 2023  
11:40 AM

BOROUGH OF ROOSEVELT  
Bill List By Vendor Name

Page No: 1

# 11-9-23 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
CMRSF005	CMRS-FP	23-00562	10/24/23	POSTAGE FOR POSTAGE METER	Open	460.00	0.00		
COMPL010	COMPLETE CARE MAINTENANCE, LLC	23-00578	11/01/23	OCT 2023 SERVICES	Open	400.00	0.00		
DELLA005	DELLASALA, MARIA	23-00564	10/25/23	REIMB:TRASH BAGS FOR CLEAN-UP	Open	26.62	0.00		
DONAT005	DONATO, ESQ., MICHELE	23-00569	10/26/23	PLANNING BOARD 9/19-9/30/23	Open	495.75	0.00		
EASTC005	EAST COAST FLAG & FLAGPOLE INC	23-00559	10/20/23	U.S. FLAG & POW/MIA FLAG	Open	183.83	0.00		
EDMUN005	EDMUNDS GOVTECH	23-00547	10/17/23	2023 TAX BILLS	Open	270.00	0.00		
		23-00548	10/17/23	BLANK TAX BILLS (100)	Open	34.00	0.00		
						<u>304.00</u>			
GANNE005	GANNETT NJ NEWSPAPERS	23-00551	10/18/23	SEP 2023 NOTICES	Open	307.56	0.00		
GEORG005	GEORGE S COYNE CHEMICAL CO INC	23-00088	02/15/23	SEWER-2023 CES PACL(DELTA FLOC	Open	4,622.46	0.00		B
		23-00258	05/17/23	SEWER-2023 SODIUM ALUMINATE	Open	8,642.78	0.00		B
		23-00299	06/08/23	WATER-2023 SODIUM HYDROXIDE	Open	2,209.58	0.00		B
						<u>15,474.82</u>			
HOLDE005	HOLDEN, JOHN B.	23-00066	02/02/23	2023 WATER PLANT MANAGEMENT	Open	5,306.82	0.00		B
		23-00585	11/06/23	ADDITIONAL SERVICES-OCT 2023	Open	193.18	0.00		
						<u>5,500.00</u>			
JCPL0005	JCP & L	23-00560	10/20/23	SEP 2023 ELECTRIC SERVICE	Open	1,033.72	0.00		
		23-00581	11/03/23	W/S-OCT 2023 ELECTRIC SERVICE	Open	3,245.81	0.00		
						<u>4,279.53</u>			
MCGUF005	MCGUFF-SILVERMAN, LUCRETIA	23-00543	10/16/23	REIMB:LUMBER & SCREWS-TRAILS	Open	113.21	0.00		
		23-00544	10/16/23	REIMB:POSTAGE FOR BULK MAILING	Open	69.50	0.00		
						<u>182.71</u>			
MGLF0005	MGL FORMS-SYSTEMS, LLC	23-00375	07/19/23	2024 DOG LICENSES	Open	394.00	0.00		

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
ORKIN005	ORKIN PEST CONTROL SERVICE	23-00568	10/26/23	OCT 2023 PEST CONTROL	Open	50.00	0.00		
PETTY005	PETTY CASH	23-00545	10/16/23	REIMBURSE PETTY CASH	Open	31.98	0.00		
		23-00557	10/19/23	REIMBURSE PETTY CASH	Open	27.96	0.00		
		23-00570	10/26/23	REIMBURSE PETTY CASH	Open	7.17	0.00		
		23-00574	10/31/23	REIMBURSE PETTY CASH	Open	69.50	0.00		
		23-00576	11/01/23	REIMBURSE PETTY CASH	Open	66.00	0.00		
		23-00577	11/01/23	REIMBURSE PETTY CASH	Open	17.05	0.00		
		23-00586	11/06/23	REIMBURSE PETTY CASH	Open	14.88	0.00		
						<u>234.54</u>			
PSEGC005	PSE & G CO.	23-00552	10/18/23	SEP 2023 GAS SERVICE	Open	107.49	0.00		
ROBER005	ROBERTS ENGINEERING GROUP, LLC	22-00273	05/13/22	ROAD IMPROVEMENTS:PINE DRIVE	Open	476.25	0.00		B
		22-00275	05/13/22	WATER MAIN REPLACEMENT-PINE DR	Open	160.00	0.00		B
		22-00437	07/27/22	ROAD IMPROVEMENTS:TAMARA DRIVE	Open	80.00	0.00		B
		23-00434	08/24/23	INSPEC:W/S CONN-19 S.ROCHDALE	Open	160.00	0.00		B
		23-00499	09/25/23	ROAD IMPROVEMENTS:NORTH VALLEY	Open	3,051.00	0.00		B
		23-00515	10/04/23	NJDOT FY2024 SRTS GRANT APPLIC	Open	3,296.25	0.00		B
		23-00582	11/03/23	RVW SODIUM ALUM TANK REPAIRS	Open	160.00	0.00		
		23-00583	11/03/23	MISC ENGINEERING	Open	1,036.25	0.00		
		23-00584	11/03/23	ATTEND COUNCIL MEETING 9/18/23	Open	438.75	0.00		
						<u>8,858.50</u>			
ROOSE025	ROOSEVELT ARTS PROJECT	23-00567	10/25/23	CLEAN COMM-LITTER PICKUP	Open	100.00	0.00		
ROOSE020	ROOSEVELT PUBLIC SCHOOL	23-00565	10/25/23	CLEAN COMM-LITTER PICKUP	Open	250.00	0.00		
SCHUB005	SCHUBIGER, ERIC	23-00558	10/19/23	REIMB:BBQ & CONCERT ITEMS	Open	293.99	0.00		
SOBEL005	SOBEL HAN & CANNON, LLP	23-00553	10/19/23	LEGAL SERVICES-APR 2023	Open	2,750.00	0.00		
		23-00554	10/19/23	LEGAL SERVICES-MAY 2023	Open	2,750.00	0.00		
		23-00555	10/19/23	LEGAL SERVICES-JUN 2023	Open	2,750.00	0.00		
						<u>8,250.00</u>			
ULINE005	ULINE	23-00550	10/18/23	REPLACEMENT TAGS FOR KEY CAB	Open	60.00	0.00		
VERIZ015	VERIZON	23-00580	11/03/23	PHONE/INTERNET-OCT 2023	Open	697.15	0.00		
VORTE005	VORTEX SERVICES, LLC	23-00546	10/17/23	JETTING/TELEVISIONING-MAIN LINE	Open	13,550.00	0.00		

November 6, 2023  
11:40 AM

BOROUGH OF ROOSEVELT  
Bill List By Vendor Name

Page No: 3

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type	
WBMA005	W.B. MASON CO., INC.	23-00549	10/18/23	DELIVERY/RENTAL-AUG/SEP/OCT	Open	28.77	0.00			
WRNEU005	W.R. NEUMANN COMPANY, INC.	23-00006	01/12/23	WATER-2023 SODIUM HYPOCHLORITE	Open	952.94	0.00		B	
WEBHA005	WEB HAULING & DISTRIBUTION, INC	23-00519	10/05/23	PUMP LAKE DR PUMP PIT 9/28/23	Open	274.40	0.00			
Total Purchase Orders: 48						Total P.O. Line Items: 0	Total List Amount: 61,716.60	Total Void Amount: 0.00		

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
	3-01	17,586.35	0.00	17,586.35	0.00	0.00	17,586.35
	3-09	<u>39,730.90</u>	<u>0.00</u>	<u>39,730.90</u>	<u>0.00</u>	<u>0.00</u>	<u>39,730.90</u>
Year Total:		57,317.25	0.00	57,317.25	0.00	0.00	57,317.25
	C-04	3,607.25	0.00	3,607.25	0.00	0.00	3,607.25
	C-08	<u>255.48</u>	<u>0.00</u>	<u>255.48</u>	<u>0.00</u>	<u>0.00</u>	<u>255.48</u>
Year Total:		3,862.73	0.00	3,862.73	0.00	0.00	3,862.73
	G-02	376.62	0.00	376.62	0.00	0.00	376.62
	T-12	160.00	0.00	160.00	0.00	0.00	160.00
Total of All Funds:		<u>61,716.60</u>	<u>0.00</u>	<u>61,716.60</u>	<u>0.00</u>	<u>0.00</u>	<u>61,716.60</u>



**RESOLUTION NO. 23-114**  
**MEETING DATE: 11-09-2023**

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN  
CONTRACT FOR PROFESSIONAL LANDSCAPE ARCHITECT SERVICES  
TO ETM ASSOCIATES, LLC FOR IMPROVEMENTS TO THE  
FRANKLIN DELANO ROOSEVELT MEMORIAL AMPHITHEATER**

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

**WHEREAS**, the Borough of Roosevelt, County of Monmouth, State of New Jersey (the “Borough”) requires the professional services of a landscape architect for the improvement of public lands at the Franklin Delano Roosevelt Memorial Amphitheater; and

**WHEREAS**, the value of the services will exceed the bid threshold of \$17,500.00; and

**WHEREAS**, the Borough solicited a Fee Proposal in the total amount of \$77,400.00 from a licensed landscape architect, ETM Associates, LLC, which is attached hereto as Exhibit A; and

**WHEREAS**, the Borough previously awarded a contract to ETM Associates, LLC in the amount of \$49,900.00 for a portion of the work contemplated by its Fee Proposal, which costs were graciously and fully funded by the Fund for Roosevelt; and

**WHEREAS**, the Fund for Roosevelt has now pledged an additional \$23,000.00 to fund a further portion of ETM Associates, LLC’s Fee Proposal for the anticipated project; specifically: (1) Wetlands Delineation; and (2) Construction Supervision through approval of final contractor invoices; and

**WHEREAS**, the Borough finds that ETM Associates, LLC is qualified according to established professional licensing criteria and New Jersey law, and to date, has performed excellent work on behalf of the Borough in connection with the anticipated project to improve the Franklin Delano Roosevelt Memorial Amphitheater;

**NOW THEREFORE, BE IT RESOLVED**, that the Governing Body of the Borough of Roosevelt authorizes the Borough to enter into a professional services contract with ETM Associates, LLC as follows:

1. ETM Associates, LLC is hereby retained to provide professional landscape architect services to the Borough in accordance with the Fee Proposal attached hereto as Exhibit A, specifically: (1) Wetlands Delineation; and (2) Construction Supervision through approval of final contractor invoices; and;

2. The Mayor or other appropriate official of the Borough, on behalf of the Borough, is hereby authorized and directed to execute a Contract with ETM Associates that stipulates regular on-site inspection, meetings (at least bi-weekly) and communication with the contractor; prompt response to RFI's and site issues that may arise; review of submittals, change order requests, and contract changes; and regular written communication with the Borough on the progress of the construction project.
3. That this Resolution is subject to the availability of funds for the Contract and payment for services described therein and/or any subsequent approvals granted by the Governing Body from time-to-time under the terms of the Contract.
4. That this Contract is awarded without competitive bidding as a professional service and as an exception to the public bidding requirements for water treatment services, pursuant to the Local Public Contracts Law; specifically, N.J.S.A. 40A:11-5.
5. That a notice in accordance with this resolution and the Local Public Contracts Law shall be published one time in the official newspaper.
6. ETM Associates, LLC shall complete and submit a Business Entity Disclosure Certification which certifies that ETM Associates, LLC has not made any reportable contributions to a political or candidate committee in the Borough of Roosevelt in the previous one year, and that the contract will prohibit ETM Associates, LLC from making any reportable contributions through the term of the contract.
7. That an executed copy of the Contract and a copy of this resolution shall be filed in the office of the Borough Clerk and be available there for public inspection in accordance with the law.
8. That this resolution shall take effect immediately.

**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 9, 2023.

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Kathleen Hart  
Borough Clerk

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

**RESOLUTION NO. 23-115  
MEETING DATE: 11-09-2023**

**RESOLUTION APPROVING FIRST ADDENDUM TO PROJECT AGREEMENT  
WITH THE FUND FOR ROOSEVELT TO REIMBURSE THE SOFT COSTS ASSOCIATED  
WITH THE BOROUGH'S PLANNED RENOVATION OF THE FRANKLIN DELANO  
ROOSEVELT MEMORIAL AMPHITHEATER**

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

**WHEREAS**, the Borough of Roosevelt, County of Monmouth, State of New Jersey (the "Borough") owns certain public lands upon which has been constructed a public amphitheater and accompanying grounds, and which is subject to a lease agreement, whereunder the Board of Education of the Borough of Roosevelt has erected and maintains a memorial to the late President Franklin D. Roosevelt (the "Amphitheater"); and

**WHEREAS**, the Amphitheater and accompanying grounds of such public lands require renovation and landscaping improvements; and

**WHEREAS**, the Borough seeks to improve such lands and facilities for the benefit, use and enjoyment of the residents of and visitors to the Borough of Roosevelt; and

**WHEREAS**, the Fund for Roosevelt (the "Fund") is a not-for-profit charitable corporation of the State of New Jersey, whose missions is to preserve the open space and protect the historic elements, both natural and man-made, of the Borough; and

**WHEREAS**, the Fund agreed to assist the Borough in securing funding for the restoration of the Amphitheater through application for, as well as such other grants or donations may be available, by providing for the purchase of professional services not covered by said grant, as well as such other activities as may be mutually agreed upon by the Fund and the Borough; and

**WHEREAS**, the Fund and the Borough entered into a Project Agreement, which is attached hereto as Exhibit A, outlining their respective commitments and obligations for the Project;

**WHEREAS**, the Fund and the Borough desire to modify their Project Agreement with a First Addendum, which is attached hereto as Exhibit B, increasing the funds being contributed by the Fund to the Amphitheater Project in the amount of \$23,000.00, upon certain terms and conditions;

**NOW, THEREFORE BE IT RESOLVED**, by the Governing Body of the Borough of Roosevelt, County of Monmouth, State of New Jersey that the First Addendum to the Project Agreement, which is attached hereto as Exhibit B, is hereby accepted and approved; and

**BE IT FURTHER RESOLVED**, that the Mayor and Borough Clerk are hereby authorized to execute the First Addendum to Project Agreement, which is attached hereto as Exhibit B; and

**BE IT FURTHER RESOLVED**, that a certified copy of this resolution be sent to the Chief Financial Officer, Purchasing Agent, and the Fund for Roosevelt.

**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 9, 2023.

---

Kathleen Hart  
Borough Clerk

**FIRST ADDENDUM TO PROJECT AGREEMENT**

**FOR THE RESTORATION OF THE FRANKLIN DELANO ROOSEVELT MEMORIAL**

**THIS FIRST ADDENDUM** is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 202\_.

**BETWEEN**

**THE MAYOR AND COUNCIL OF THE BOROUGH OF ROOSEVELT**, having offices located at 33 N. Rochdale Avenue, Roosevelt NJ 08555 (hereinafter the "Borough").

**AND**

**THE FUND FOR ROOSEVELT**, a not-for-profit, 501(c)3 corporation, P.O. Box 404, Roosevelt NJ 08555 (hereinafter the "Fund")

**WHEREAS**, the restoration of the Franklin Delano Roosevelt memorial amphitheater and grounds (hereinafter the "Memorial"), located on lands under the control of the Borough, as more specifically set forth in the various project plans; and

**WHEREAS**, the Fund has agreed to assist the Borough in securing funding for the restoration of the Memorial by, *inter alia*, providing for the purchase of professional services not covered by said grant;

**NOW, THEREFORE**, in consideration of the mutual covenants exchanged herein together with other good and valuable consideration, the parties agree as follows:

1. The terms of the prior Project Agreement executed by the parties remain in full force and effect.
2. The Fund shall assist the Borough in procuring further professional landscape architect services from ETM Associates, LLC in the amount of \$23,000 for Wetlands Delineation and Construction Supervision for the next phases of the anticipated project, provided that:
  - a. This additional funding contribution is conditioned upon the Borough's agreement to fund the construction of the project and an executed grant agreement with the County.
  - b. The Borough shall fund the engineering services for the MEP and water supply through its Borough Engineer.
  - c. Construction oversight by ETM Associates, LLC shall be administered in accordance with a contract that stipulates regular on-site inspection, meetings (at least bi-weekly) and communication with the contractor; prompt response to RFI's and site issues that may arise; review of submittals, change order requests, and contract changes; and regular written communication with the Borough on the progress of the construction contract.

**IN WITNESS WHEREOF**, the parties have caused these presents to be signed, sealed and acknowledged this day and year first written above.

For the Borough of Roosevelt:

For the Fund for Roosevelt:

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

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Dated

**Fw: Best Practices Inventory Submission 11/2/2023**

GEORGE LANG <cfo@rooseveltnj.us>

Fri 11/3/2023 10:05 AM

To: KATHLEEN HART <clerk@rooseveltnj.us>; ANA DEBEVEC <finance@rooseveltnj.us>

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**From:** DCA DoNotReply [DCA] <DoNotReply@dca.nj.gov>

**Sent:** Thursday, November 2, 2023 1:52 PM

**To:** GEORGE LANG <cfo@rooseveltnj.us>

**Subject:** Best Practices Inventory Submission 11/2/2023

The 2,023 Best Practices Inventory for Roosevelt Borough has been submitted successfully on 11/2/2023.

Home (/) > BPI (/bpi/) > Surveys (/bpi/surveys/?id=7c1c8795-efcf-e911-a987-001dd800d601)  
> DCA - BP - Survey View (/bpi/surveys/question-list/) > **Scoring**

[Return to Question List \(../?id=0f9e14f8-a35e-ee11-be6e-001dd8087982\)](#)

## Best Practices Inventory Online Platform

2023 Survey

### Roosevelt Borough

#### Scoring

Current Score: 38.50

#### **Score**

0 - 20  
21 - 24  
25 - 28  
29 +

#### **Aid Withheld**

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