

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

**COUNCIL REGULAR MEETING AGENDA**  
**NOVEMBER 18, 2024 @ 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 3, 2024 which was posted on the Bulletin Board Roosevelt Post Office and in the Borough Hall. The notice was transmitted to The Times and Asbury Park Press.

**ROLL CALL**

- Councilmember Louis Esakoff
- Councilmember Michael Hamilton
- Councilmember Constance Herrstrom
- Councilmember Kristine Kaufman-Marut
- Councilmember Steven Macher
- Councilmember Joseph Trammell
- Mayor Peggy Malkin

**MAYOR'S REPORT:**

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

**MINUTES:**

1. Regular Meeting Minutes – August 5, 2024

**CORRESPONDENCE:**

1. Email from Hilary Wilder, dated November 2, 2024 regarding Wildfire Management actions for Sustainable Jersey points.
2. Resignation received from Kim Cuiffo, dated November 12, 2024, effective November 26, 2024.

**CONSENT AGENDA RESOLUTIONS:**

Resolution 24-115	Payment of Bills – November 18, 2024
Resolution 24-116	2025 Software Support and License Agreement with Edmunds Govtech
Resolution 24-117	A Resolution Supporting Improvements Along County Route 571 (Rising Sun Tavern Road/Rochdale Road) in the Township of Millstone and Borough of Roosevelt
Resolution 24-118	Resolution Authorizing Return of Escrow Funds for 1 N. Rochdale Avenue (Block 9, Lot 21) to Sunil V. Patel
Resolution 24-119	Resolution of the Borough Council of the Borough of Roosevelt Waiving September/October Water and Sewer Utility Billings for 5 & 6 Cedar Court

**REPORTS OF COMMITTEE CHAIRS:**

Councilmember Esakoff	Administration
Councilmember Hamilton	Finance
Councilmember Herrstrom	Community Dev/Code
Councilmember Kaufman-Marut	Envi, Health & Safety
Councilmember Macher	Public Works
Councilmember Trammell	Utilities

**REPORTS OF BOROUGH OFFICIALS:**

**OLD BUSINESS:**

1. Free Mobile Health Clinic – 11/19/24 from 10am – 1pm
2. Discussion regarding Petition received under the NJ Local Bond Law

**NEW BUSINESS:**

1. Best Practice Inventory
2. Planning Board request for an extension of the 35-day deadline to review and comment on the Amphitheater site plan
3. Curb stops on Tamara Drive

**GOOD AND WELFARE:**

**PUBLIC COMMENT: (Any item)**

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


**CLOSED SESSION:**

Resolution 24-xxx Providing for a Private Executive Meeting that Excludes the Public

**ADJOURNMENT**

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

11/18/24  
Agenda

 Outlook

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**Wildfire Management actions for Sustainable Jersey points**

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From Hilary Wilder [REDACTED]  
Date Sat 11/2/2024 12:51 PM  
To PEGGY MALKIN <mayor@rooseveltnj.us>; Claire Burkhart <oem@rooseveltnj.us>  
Cc Lucretia McGuff-Silverman [REDACTED]; KATHLEEN HART <clerk@rooseveltnj.us>; ANA DEBEVEC <finance@rooseveltnj.us>; Claire Burkhart <cburkhart@rooseveltnj.us>

 3 attachments (615 KB)  
Action-FirewiseCommunity-TS1678035996.pdf; Action-CommunityWildfireProtectionPlans-TS1681923994.pdf; Action-ReadySetGOFireCompany-TS1678036573.pdf;

Dear Mayor Malkin and OEM Coordinator Burkhart

In preparation for our 2026 Sustainable Jersey certification, I would like to explore the Sustainable Jersey actions listed below (full descriptions in attachments). *In addition to gaining us points, these efforts could be crucial in managing Roosevelt's wildfire risks, especially given our proximity to the Assunpink WMA and the likelihood of more red flag/drought events in the future.*

- **Community Wildfire Protection Plans:** Work with the NJ Forest Fire Service to create an approved Community Wildfire Protection Plan with signature page from mayor. <https://www.sustainablejersey.com/actions/#open/action/545>
- **Firewise Community:** Work with the NFPA Firewise Communities and NJ Forest Fire Service to create a Firewise Action Plan. <https://www.sustainablejersey.com/actions/#open/action/551>
- **Ready Set GO! Fire Company:** Work with the Millstone Fire Department to create Ready, Set, Go! outreach activities. We could also partner with the Millstone Sustainable Jersey team on this. <https://www.sustainablejersey.com/actions/#open/action/546>

**Can we please set up an initial meeting to discuss the feasibility of working on one or more of these efforts?** I am available most evenings as well as during the day.

Thank you,  
Hilary Wilder  
973-610-6362



## Firewise Community

5 Points

10 Points

15 Points

Updated March 2023

*Updates include clarified look back and approval periods.*

Brush, grass and forest fires don't have to be disasters. The National Fire Protection Association's (NFPA) Firewise Communities Program encourages local solutions for safety by involving homeowners in taking individual responsibility for preparing their homes from the risk of wildfire. The Firewise program is a foundational building block for several other wildfire preparedness programs such as Fire Adapted Communities (FAC), Ready, Set, Go, and Community Wildfire Protection Planning (CWPP). The Firewise Communities Program is co-sponsored by the USDA Forest Service, the US Department of the Interior, and the National Association of State Foresters. To save lives and property from wildfire, NFPA's Firewise Communities Program teaches people how to adapt to living with wildfire and encourages neighbors to work together and take action now to prevent losses. This is a grassroots initiative that promotes the concept that everyone has a role to play in protecting ourselves and each other from the risk of wildfire. This is a variable point action (5-15) with more points awarded based on the number of Firewise Communities recognized within a municipality and the establishment of successful mentoring relationships between the Firewise Communities. To earn additional points, a representative from a recognized Firewise Community will need to attend at least one meeting in another region of your municipality and as a result, that community will need to become a recognized Firewise Community\USA.

### Why is it important?

According to an American Planning Association study (2000), 46 percent of homes in New Jersey are located in the Wildland Urban Interface (WUI). The WUI is the area where home and forest meet. The interface is one of the most dangerous areas for fire fighters to work and has the greatest potential for property loss. Studies have concluded that response to wildfires is far more costly and dangerous than conducting mitigation and preparedness actions before a wildfire occurs.

State and municipal resources are limited and finite. By providing the tools, techniques and incentives necessary for residents to become self-empowered, municipalities will be better able to leverage resources to create an autonomous, safe and sustainable wildfire preparedness program, with less dependence on government support.

### Who should lead and be involved with this action?

Local residents, homeowners' associations, and fire companies often serve as the primary leadership for the Firewise Communities Program. If a community has established a local Wildfire Safety Council, that group could provide excellent leadership to a neighborhood seeking Firewise Community recognition. Municipal planners, fire companies and emergency management professionals should work with residents and homeowners' association representatives to identify local areas within their municipality where a Firewise Communities Program will be beneficial.

Once individual communities within a municipality agree to participate in the Firewise Community/USA Recognition Program, the next step is to identify local residents or leaders to serve as the "sparkplug" essential to the formation and success of their program. These should work in a coordinated fashion with municipal and state fire agencies, as well as municipal leaders, public works, and the local Office of Emergency Management (OEM) to form a committee that will represent the community and to plan and implement the program.

## Timeframe

The time required to complete activities and become recognized in the Firewise Communities/USA Program varies, but usually takes less than a year. Applications for enrollment and annual renewal are due at the end of each calendar year.

To start the process, the neighborhood committee needs to develop a Firewise Community Action Plan (required for enrollment) with input from both local and state fire agencies. The development of an Action Plan usually requires 2 months. An additional 6- 8 months' time is needed to organize a "Firewise Day" event that leverages community resources.

## Project costs and resource needs

Enrollment in the Firewise Communities/USA program requires an investment of \$2/capita in the community for wildfire mitigation activities, education, outreach, and/or training. This funding can come from volunteer service time invested in a project as well as out of pocket expenditures for programs or equipment. The NJ State Forestry Services-Forest Fire Service, local volunteer fire companies, public works, OEM, and residents all provide valuable time and energy to support local Firewise Communities Program activities.

Federal funding is available to states that implement a Firewise Communities Program. The NJ State Forestry Services - Forest Fire Service actively seeks federal funding to support Firewise Communities. This funding is then passed through to active communities in the form of grants. Funds are limited and awarded on a first come, first served basis, with 50 percent of project costs, up to \$5,000, eligible for reimbursement through a Firewise Communities' grant.

The national Firewise program also provides free literature, training materials, and online courses to support community involvement.

Participating communities can utilize volunteers and out of pocket expenditures to complete fire hazard mitigation projects. Cost will depend on the size and scope of the specific project that is undertaken. Generally, projects take three to six months to complete.

## What to do and how to do it ("How to")

*This section provides guidance and recommendations for implementing this action. Your municipality does not need to follow this guidance exactly, as long as it meets the requirements for earning points for this action.*

Firewise is a program designed for neighborhoods, communities with Homeowners' Associations or any subsection of a municipality that wants to reduce its risk from wildfire. Entire municipalities are eligible for recognition; however, it is usually more manageable and effective to work with individual communities within the municipality.

The NJ Forest Fire Service and local volunteer fire companies assist with preparing a community risk assessment, training, outreach and education. Community volunteers and/or hired contractors then carry out fire hazard mitigation measures around their homes, roadways and community common areas or park areas.

Neighborhoods and communities develop an Action Plan that guides their residential fire risk reduction activities, while engaging and encouraging their neighbors to become active participants in building a safer place to live. Five points will be awarded to each community or neighborhood that achieves Firewise Communities/ USA recognition status.

1. Achieving Firewise Communities/USA recognition is straightforward and simple. A steering committee to oversee the program is formed by volunteers within the community that represent that geographic area or neighborhood of focus. If the neighborhood includes a homeowners' association, or other neighborhood committee, then these organizations may be the best group to appoint representatives to a steering committee. The steering committee should include residents from the neighborhood being targeted, operations and maintenance staff (if focusing on a specific homeowners' association area) and a representative from the local fire department, if possible.
2. Reach out to the NJ Forest Fire Service or to the local fire department to obtain a wildfire risk assessment that meets the national Firewise criteria. The national Community Assessment Template will guide the evaluation of the risk of wildfire to homes and structures. The assessment process will include a site visit by the state forest fire representative that is typically coordinated with your local fire officials. The completed wildfire risk assessment is then presented to the steering committee and serves as the basis for the development of the Firewise Action Plan.

3. Create a Firewise Action Plan based on information provided in the wildfire risk assessment. Once developed and approved, the plan is valid for five years. The information in the assessment is used to create an agreed-upon, area-specific Action Plan for the community. After the plan is complete, the State Forest Fire - Firewise liaison will need to approve the plan, following the guidance provided below.
4. Conduct at least one "Firewise Day" event annually. Host an event within the community to bring residents together to implement one component of your Action Plan. Successful Firewise Communities often partner with their municipal officials and fire companies for support on Firewise related actions such as: community clean up days, brush collection and chipping days, training, and evacuation plans and outreach efforts. These events educate and inform residents of the wildfire risk and help them to become better prepared in the event of a wildfire.
5. Annually, invest a minimum of \$2 per capita in local Firewise actions. For guidance on how to track in-kind and volunteer contributions Firewise has developed sample forms to help you track volunteer time and services. Fuels' reduction activities, education and awareness and planning are all considered investments in making your community safer from wildfire.
6. Submit your Firewise Community/USA application to your NJ Firewise Liaison by December 31st. The following information will be needed to complete the application to be recognized as a national Firewise Community/USA.
  - Full contact information for your Firewise board or committee chairperson. This person will be the point of contact between the community and the national Firewise program.
  - Copies of your Wildfire Risk Assessment and your Firewise Action Plan. If your Firewise State Liaison hasn't gotten copies of these documents already, you'll need to send them along with the application.
  - The number of residents in your community. An estimate is OK.
  - The amount your community invested this year in Firewise activities. This can be volunteer time, grants, in-kind services, loaned equipment or cash. See the volunteer forms for handy tools on tracking this investment in your local activity.
  - A description of your Firewise Day event this year. Include photos and any notices or articles whenever possible.

Your NJ Firewise liaison will complete the remaining sections of the application and send the packet to the national NFPA Firewise Communities office in Quincy, Massachusetts for approval. You will receive a welcome letter and recognition materials (street signs, plaque, media kit, etc.) free of charge. You will need to submit your welcome letter as part of your action documentation for the first time you apply for points as a newly recognized Firewise Community. If your community has been participating in the Firewise Program for a number of years, your successful renewal documentation from the current or previous calendar year will need to be submitted as part of your action documentation.

7. Renew your application annually online at <http://www.firewise.org/login.aspx> to maintain your certification. Each year you will need to continue to have an active Firewise Board or Committee, hold a Firewise Day and invest at least \$2 per capita in Firewise projects in the calendar year. After the initial year, communities will need to renew their Firewise Communities/USA Program certification in order to earn 5 points in the Sustainable Jersey program.
8. Once your municipality has your first recognized Firewise Community, you can earn additional points under this action by mentoring and supporting additional neighborhoods or regions in your town to successfully gain Firewise recognition. Municipalities can earn a maximum of 15 points (5 for each Firewise recognized community or neighborhood) annually in the program. To earn mentoring and program expansion points, a representative from the recognized or approved Firewise Community will need to attend at least one meeting in another neighborhood in your municipality and that community will need to gain recognition as a Firewise Community. In your program narrative, please describe the mentoring activities that supported the expansion of the number of Firewise neighborhoods in your municipality. You will also need to upload the welcome or renewal letter for each recognized community in your municipality from the current or previous calendar year.

All documentation must be **from the current or previous calendar year** in which you are applying for certification.

### **What to submit to earn points for this action**

In order to earn 5-15 points for this action, the following documentation must be submitted as part of the online certification application in order to verify that the action requirements have been met.

Once your municipality has your first recognized Firewise Community, you can earn additional points under this action by mentoring and supporting additional neighborhoods or regions in your town to successfully gain Firewise recognition. Municipalities can earn a maximum of 15 points (5 for each Firewise recognized community or neighborhood) annually in the program.

1. In the text box, please provide a short narrative (300 words maximum) to summarize the

accomplishments for each of your Firewise communities. If applying for 10 or 15 points for multiple Firewise communities, the program narrative should describe the mentoring efforts and activities that supported the expansion of the number of recognized Firewise neighborhoods in your municipality.

2. Upload a copy of your welcome (if first time Firewise Community) or your annual renewal letter from the current or previous calendar year, for each recognized Firewise Community in your municipality.

All documentation must be **from the current or previous calendar year** in which you are applying for certification.

### **Approved Action Expiration Date**

Approved actions will be set to expire at the end of the calendar year following the action's approval. For example, if the action was approved in 2023, it will be set to expire on December 31, 2024.

### **IMPORTANT NOTES:**

There is a limit of six uploaded documents per action and individual files must not exceed 50 MB. Excerpts of relevant information from large documents are recommended.

All action documentation is available for public viewing after an action is approved. Action submissions should not include any information or documents that are not intended to be viewed by the public.

### **Spotlight: What NJ Communities are doing**

#### **North:** Hardwick Township, Warren County

Hardwick Township became New Jersey's first recognized Firewise Community in 2004. It is one of the few communities across the country that has continued to meet the program criteria for more than ten years. Hardwick represents the only location within the state where the entire township is a recognized Firewise Community/USA. In most areas of the state, smaller areas within a municipality such as a sub-division, camp or neighborhood are the recognized entities.

Annually, Hardwick has sponsored a community wildfire awareness event to inform residents of their risks. They have also worked with their public works department to conduct community-wide brush clean ups. Further, they have identified rural areas with poor access for emergency vehicles and taken measures to improve response capability.

#### **Central:** Country Walk, Manchester Township, Ocean County

The Country Walk Community is located within a portion of the municipality that has experienced several large wildfires over the last 20 years. The community is surrounded by dense pine forest, which presents a high wildfire risk. Upon hearing about the Firewise Communities Program, residents were empowered to participate. They set out to become better educated about the program by attending meetings and workshops that were held by neighboring recognized Firewise Communities. They quickly formed a committee, held an open house for residents, completed a Firewise Community Action Plan and are in the process of implementing their plan to create a perimeter fuel-break around the community. When complete, this project will have reduced the fuel that is adjacent to and that surrounds the community, thus creating a safer environment for firefighters to work from and reducing the potential for fire to spread from the forest to their homes.

#### **South:** Horizons at Barnegat, Barnegat Township, Ocean County

Because the Horizons' community was evacuated several times as a result of different wildfires, they were keenly aware of the need to take action and become better prepared for wildfire. It was their innovation in developing simple methods for notification of an evacuation, such as placing a red "E" in the window of a home that has been evacuated, that is being replicated and used by other communities throughout the state. If a home does not have a red "E" in the window, it is a signal to emergency responders that someone is in the home and may need help.

The Horizons' community assessed their immediate wildfire risk by evaluating the forested areas within and adjacent to the community. Each year, they systematically work to reduce fuels by mowing understory shrubs. During their five years of participation in the Firewise Communities Program, they have successfully

treated all of the acreage that surrounds the community to reduce fuels, thus creating a safer environment for residents. Each year the cost of these projects has been offset with funds from the Firewise Communities' grant.

## **Resources**

### **National Fire Science website**

#### **National Firewise Communities**

- **Apply for Recognitions - Application form**
- **Community Assessment Template**
- **Firewise Communities USA/Recognition Program**
- **Firewise Program User Guide**
- **Grants and Funding**
- **On line Renewal Form**
- **Volunteer Tools and Tracking Forms**

#### **New Jersey Forest Fire Service**

- **NJ Firewise information**
- **NJ Firewise State Grant information**

- **NJ Firewise Liaison**

Gregory McLaughlin, Division Forest Firewarden and NJ Firewise Liaison  
New Jersey Forest Fire Service  
Mail code: 501-04, PO Box 420 Trenton, NJ 08625  
Phone: 609.292.2977  
Fax : 609-984-0378  
Gregory.McLaughlin@dep.gov.nj

- **NJ Forest Fire Information**





## Community Wildfire Protection Plans

10 Points

### New Action November 2015

Community Wildfire Protection Plans (CWPPs) are a mechanism for municipalities to address their wildfire risk in a comprehensive manner. These plans promote collaboration and local action, and can work in partnership with Firewise and Ready-Set-Go activities. Together, CWPP, Ready-Set-Go and Firewise Communities' involvement can strengthen the success and outcomes of each. CWPPs are developed collaboratively with the municipal government, local fire departments and the New Jersey State Forestry Services - Forest Fire Service (NJFFS) and US Forest Service or other federal agencies, depending on the location of the community. For example, if a municipality is adjacent to federally owned property they should include that agency in the planning process. These plans allow communities to identify and define their wildfire urban interface boundaries and develop a communications and emergency management strategy to address wildfire issues such as: reducing risk, fire response, zoning regulations, building codes, development standards, fuel treatment and restoration, ecological considerations, monitoring and evaluation. Once these needs are identified and defined, a list of priority actions are identified for implementation. **Community Wildfire Protection Plans will be eligible to earn 10 points during the approved 10 year planning period.**

### Why is it important?

NJ may experience more fires as climate change impacts our forest resources. Fires can be more costly to suppress in the Wildland-Urban-Interface (WUI) — the areas where homes are intermixed with forests. More homes are at risk from wildfire as residential development continues to encroach on forest areas. The first step in wildfire prevention is education designed to raise awareness of the responsibilities of living in a fire-prone environment. Individual and community action can ensure that homes and neighborhoods are prepared for wildfire. The CWPP collaborative process is effective in improving coordination and communication between emergency response agencies and the community. Spending an adequate amount of time developing a CWPP can help clarify and refine priorities to protect life, property, infrastructure, and valued resources. The CWPP process helps to identify high priority areas where municipal actions can be taken to reduce or mitigate that risk. This process can lead communities through critical discussions about private and public land management, as well as identify opportunities for fuels' reduction within a designated forest-urban interface boundary and improve outreach and awareness efforts. A municipality that is writing a CWPP can align its recommended measures with Firewise Communities. This action is part of a suite of 4 Emergency Preparedness Fire Actions (Firewise; Ready, Set, Go; Community Wildfire Protection Plan and Establishing a Municipal Wildfire Safety Council) and it addresses the issue of managing the increasing risk of forest fire in our communities as climate change impacts the forest resources.

### Who should lead and be involved with this action?

Municipal stakeholders are the essential drivers for the CWPP process. Municipal government representatives including the Mayor, Township Committee, and Borough Council; other municipal staff or volunteers from the Office of Emergency Management (OEM), OEM Coordinator, Business Administrator, as well as local fire chiefs, and the NJ Forest Fire Service are the key stakeholders needed to develop the plan. During the planning process, each stakeholder brings a unique view of the issues, and it is important to have a wide cross section of municipality's needs considered during the CWPP process. Signatories to the CWPP include the Mayor, local Fire Chief(s) and the NJ Forest Fire Service.

### Timeframe

It typically takes one to two years to complete the Community Wildfire Protection Plan process. During this

time, the local stakeholders will be working with the NJ Forest Fire Service and possibly an external consultant to develop the plan. The planning period covered by the completed CWPP is 10 years.

### **Project costs and resource needs**

The NJ Forest Fire Service actively seeks federal grant funding to support CWPP development in qualifying, (high risk)\* municipalities interested in completing a Community Wildfire Protection Plan (CWPP). The NJFFS utilizes this funding to provide technical assistance, usually through a private consultant, to develop the CWPP for the municipality, which results in no cost to the municipality. Municipalities not qualifying for financial assistance from the NJFFS but wishing to proceed with the CWPP process can hire a consultant to complete the CWPP. The cost to complete the plan ranges from \$5,000-\$7,000. Municipal staff time is needed, however to complete the CWPP, which averages about 20-40 hours depending on the complexity of the plan. The CWPP planning process also requires input from local fire chief(s) and other municipal authorities such as public works, township manager or planning department. Once a plan is completed and approved by NJ Forest Fire Service, your community may be eligible to apply for funding under the Community Wildfire Hazard Mitigation Assistance Program. Contact the NJFFS for more information about the availability of grant funding.

### **What to do, and how to do it (“How to”)**

CWPPs must meet three basic criteria:

- *Collaboration:* A CWPP must be collaboratively developed by local and state government representatives, in consultation with federal agencies and other interested parties.
- *Prioritized Fuel Reduction:* A CWPP must identify and prioritize areas for hazardous fuel reduction treatments and recommend the types and methods of treatment that will protect one or more at-risk communities and essential infrastructure.
- *Treatment of Structural Ignitability:* A CWPP must recommend measures that homeowners and communities can take to reduce the ignitability of structures throughout the area addressed by the plan.

A Municipality interested in developing a Community Wildfire Protection Plan (CWPP) should start by contacting:

**Gregory McLaughlin, Division Forest Firewarden**  
New Jersey Forest Fire Service  
Division of Parks and Forestry  
Department of Environmental Protection  
Phone: (732) 833-4847; 609-292-2977  
[gregory.mclaughlin@dep.nj.gov](mailto:gregory.mclaughlin@dep.nj.gov)

*This section provides guidance and recommendations for implementing this action. our municipality does not need to follow this guidance exactly, as long as it meets the requirements for earning points for this action.*

### **The CWPP Planning Process**

1. The NJ Forest Fire Service seeks federal grant funding to support CWPP development for municipalities. Priorities are based on wildfire risk. A county-based map that identifies the fire risk as Low Fire Risk, Moderate Fire Risk, High Fire Risk can be found on the NJ State Forestry Services Wildfire Hazard Mitigation website at: [http://www.state.nj.us/dep/parksandforests/fire/wildfire\\_hazard\\_mitigation.htm](http://www.state.nj.us/dep/parksandforests/fire/wildfire_hazard_mitigation.htm)

High risk municipalities are determined by the NJ State Forestry Services, Forest Fire Service. This designation is a function of wildfire risk and their Primary Forest Fire Service Area designation. Communities considered “High Risk” are eligible for technical assistance grants that cover the costs of an external consultant who will work with the municipality to prepare a CWPP. Municipalities outside of the high risk areas are encouraged to contact the Forest Fire Service for guidance on the appropriate risk reduction program for their municipality.

2. The CWPP planning process begins with a local stakeholders’ meeting that involves the consultant who will assist the community to develop the plan, NJ Forest Fire staff and municipal representatives including the Mayor, Fire Chief(s) for all fire companies servicing the municipality, Business Administrator, Department of Public Works Supervisor and Office of Emergency Management (OEM) Coordinator.
3. The NJ Forest Fire Service will provide free technical assistance to the municipality throughout the planning process and bring to the initial stakeholder meeting the following GIS mapping data for your municipality.
  - a. Fuel Hazard Location and Ratings
  - b. Fire Risk
  - c. Wildfire Locations by year and extent burned for the past 90 years

- d. Property Ownership data layer
- e. Emergency Services locations
- f. Water Infrastructure and Source Locations
- g. Road Infrastructure (for evacuation route review)
- h. Prescribed Burning Locations and Extent
- i. History of Wildfire ignition locations that shows the history of where wildfires started in the community.

These maps are designed to assist the local stakeholders in identifying priority areas based on the GIS data layers of: Wildfire Risk, Fuel Hazard Ratings, Land Ownership, Water Availability and location of Emergency Services.

4. The process begins with community leaders reviewing the maps and using their local knowledge to complete a wildfire risk assessment designed to rate the areas of their municipality most susceptible to wildfires. These susceptible areas may have limitations on suppression efforts, such as limited access to water or limited road access for fire fighting vehicles.
5. Working with the municipal representatives, the community identifies possible fuel reduction areas and assigns priorities based on local input. The priorities are identified based on the community conditions that increase the risk of wildfire impacting residents and critical infrastructure resources. Possible outreach and awareness opportunities are identified during the process.
6. The final step is to identify implementation strategies and develop an Action Plan. The Action Plan identifies the specific activity, responsible entity and timeframe for completion. The plan should cover a 10 year planning and implementation timeframe.
7. The final plan must meet three basic criteria in order to be approved by the NJ Forest Fire Service:
  - a. Collaboration: A CWPP must be collaboratively developed by local and state government representatives, in consultation with federal agencies and other interested parties.
  - b. Prioritized Fuel Reduction: A CWPP must identify and prioritize areas for hazardous fuel reduction treatments and recommend the types and methods of treatment that will protect one or more at-risk communities and essential infrastructure.
  - c. Treatment of (building) Structural Ignitability: A CWPP must recommend measures that homeowners and communities can take to reduce the ignitability of structures throughout the area addressed by the plan.
8. The final CWPP Plan is considered complete when the contents of the plan are agreed to in principle and signed by the three main stakeholders:
  - a. Mayor of the Municipality
  - b. Local Fire Chief(s)
  - c. State Firewarden or their designee
9. The NJ State Forest Fire Service will be the last signatory on the plan and the State will provide the community with final copies of the approved plan.

All documentation must be **from within 10 years of the submission deadline.**

### **What to submit to earn points for this action**

In order to earn 10 points for this action, the following documentation must be submitted as part of the online certification application in order to verify that the action requirements have been met.

1. In the text box, please provide a short narrative (300 words maximum) to summarize what was accomplished and the general steps taken to accomplish it.
2. Upload a copy of your approved Community Wildfire Protection Plan including the signature page with the Mayor's signature, as well as the approval signature from the NJ Forest Fire Service. **Points will be awarded for this action during the plan's 10 year timeframe.** Make sure that the plan clearly indicates the plan approval date. Once the initial planning timeframe has expired, the CWPP will need to be updated to continue to earn points under this action.

### **IMPORTANT NOTES:**

There is a limit of six uploaded documents per action and individual files must not exceed 50 MB. Excerpts of relevant information from large documents are recommended.

All action documentation is available for public viewing after an action is approved. Action submissions should not include any information or documents that are not intended to be viewed by the public.

### **Spotlight: What NJ municipalities are doing**

**Hardwick Township in Warren County** has completed the CWPP process with a grant from the NJ Forest

Fire Service. During the CWPP process, Hardwick identified several priority actions that would help reduce wildfire risk in their community. Hardwick has several narrow but strategic roadways that bisect the town and are essential for emergency vehicles to travel in the event of a wildfire. The initial priority was to brush cut the road shoulders as a fuelbreak and to allow emergency equipment to travel unimpeded. Hardwick also identified a need for a new drafting "standpipe" to provide a source of water from a local pond in another priority area. Visible house numbers were also identified as a high priority in the community. Firefighters responding to a wildfire call need to be able to locate individual home-sites for structure protection. Hardwick will be painting visible house numbers for firefighters to more easily locate residents' home-sites.

**Washington Township, Burlington County**, completed their CWPP in 2011 and identified 8 priority actions they wished to implement to reduce wildfire risk. The first priority was to take the Wildfire Risk mapping completed during the CWPP planning process and update their zoning capability to reflect the High Wildfire risk areas. Washington Township also recognized the need to focus on street address visibility and identified key areas to target fuel mitigation projects. The CWPP Planning process was spearheaded by Washington Township's Office of Emergency Management (OEM) and that office was quick to recognize the extensive technical capabilities of the NJ Forest Fire Service and how the capability helped them to better understand the risk to local residents.

## Resources

A municipality interested in obtaining a Community Wildfire Protection Plan (CWPP) should start by contacting:

**Gregory McLaughlin, Division Forest Firewarden**

New Jersey Forest Fire Service  
Division of Parks and Forestry  
Department of Environmental Protection  
Phone: (732) 833-4847; 609-292-2977  
[gregory.mclaughlin@dep.nj.gov](mailto:gregory.mclaughlin@dep.nj.gov)

### **NJDEP- New Jersey State Forestry Services, Wildfire Hazard Mitigation:**

- **Fire Risk and Fuel Hazard Maps**- A county-based map that identifies the fire risk as Low Fire Risk, Moderate Fire Risk, High Fire Risk can be found on the NJ State Forestry Services Wildfire Hazard Mitigation website at: [http://www.state.nj.us/dep/parksandforests/fire/wildfire\\_hazard\\_mitigation.htm](http://www.state.nj.us/dep/parksandforests/fire/wildfire_hazard_mitigation.htm)
- **Wildfire Hazard Map** - download at: <http://www.state.nj.us/dep/gis/njfh.html>
- **Community Wildfire Protection Plan Grants** - [http://www.state.nj.us/dep/grantandloanprograms/nhr\\_wildfire.html](http://www.state.nj.us/dep/grantandloanprograms/nhr_wildfire.html)
- **Preparing a Community Wildfire Protection Plan - A Handbook for Wildland-Urban Interface Communities** - <http://www.state.nj.us/dep/parksandforests/fire/docs/CWPP%20Handbook%203-26-04.pdf>
- **Community Guide to Preparing and Implementing a Community Wildfire Protection Plan: A Supplemental resource guide to Preparing a Community Wildfire Protection Plan** [http://www.forestsandrangelands.gov/communities/documents/CWPP\\_Report\\_Aug2008.pdf](http://www.forestsandrangelands.gov/communities/documents/CWPP_Report_Aug2008.pdf)

**Hardwick Community Wildfire Protection Plan 2013- 2022** - This is an example of an approved plan developed for Hardwick NJ. [Click here](#) to view pdf.

**US Forests and Rangelands, Community Wildfire Protection Plan resources page** includes information on preparing a plan, guides and resources.  
<http://www.forestsandrangelands.gov/communities/cwpp.shtml>



## Ready Set GO! Fire Company

5 Points

10 Points

15 Points

Updated March 2023

*Updates include clarified look back and approval periods.*

The Ready, Set, Go! (RSG) outreach program is designed to build a better relationship between the local fire department and local residents to provide information and education to residents in the event of a wildfire incident. The Ready, Set, Go! Program is managed by the International Association of Fire Chiefs (IAFC). Launched nationally in March 2011, this free program helps fire departments to teach individuals who live in high risk wildfire areas and the wildland-urban interface, how to best prepare themselves and their properties against fire threats.

The International Association of Fire Chiefs (IAFC) has designed the Ready, Set, Go! (RSG) Program to be a wildfire outreach program that local fire departments use to develop and improve the dialogue between the department(s) and the residents they serve. In delivering this program to local residents however, the NJ Forest Fire Service, local governing bodies, local police departments and municipal Office of Emergency Management (OEM) coordinators should all be familiar with the RSG program work being championed by their local fire department. One of the components of RSG is to partner with interested agencies to create a successful program. This is a variable point action and municipalities can earn between 5-15 points based on the number of fire companies in a community that participate in the RSG program. Fire companies can earn 5 points for their municipality by joining the RSG program, completing at least 2 community educational programs during the **current or previous year** of the municipality's application for certification that utilize RSG materials and principles, and also earn certification through the International Association of Fire Chiefs (IAFC) as a Ready, Set, Go! (RSG) fire department. Municipalities with multiple fire companies can earn an additional 5 points for up to two additional fire companies that earn certification in the RSG program for a maximum of 15 points per municipality.

### Why is it important?

New Jersey is the most densely populated state in the country. Combine this with our vast areas of wildland urban interface, (WUI, the area where the forest meets development) and changing weather patterns, and New Jersey could face an unprecedented wildfire incident not seen in our history. Residents, homes and businesses would be impacted. The Ready, Set, Go! (RSG) program is designed and managed by the International Association of Fire Chiefs (IAFC) to give local fire departments the outreach tools they need to educate residents about the dangers of wildfire. The RSG tenets help residents be "Ready" with preparedness understanding, be "Set" with situational awareness when fire threatens and "Go" by planning ahead and acting early when a fire starts and residents are given the order to evacuate. The RSG program is designed to give outreach tools to fire departments no matter their size or community dynamics.

Climate change and development patterns in New Jersey's wildland urban interface will create many challenges for residents, businesses and emergency services personnel during a wildfire. History shows New Jersey has always had a wildfire problem. As development increases, the problem is magnified as our population increases. RSG is part of a suite of 4 wildfire related actions: Firewise Communities; Ready, Set, Go!; Community Wildfire Protection Plans and local Wildfire Safety Councils.

The four collective actions included in this "suite" of Emergency Preparedness Actions seek to comprehensively address managing the increasing threat of wildfire in our communities. These four actions, when collectively implemented, are also the key components of a Fire Adapted Community designation, a national wildfire initiative.

## Who should lead and be involved with this action?

Fire Companies/Departments are the primary lead agencies for this action but it is essential to partner with their communities to better educate and inform the residents about the risk of wildfire. Successful RSG programs enlist the support of local municipal officials, the Office of Emergency Management and local police departments in a coordinated effort to educate residents about wildfire risk.

## Timeframe

Utilizing the extensive materials and resources available on the Ready, Set, Go! program website, fire departments can register and successfully plan and execute at least two community education events in a 9 to 12 month period.

## Project costs and resource needs

There is no cost to join Ready, Set, Go! (RSG) or for any of the outreach resources. The RSG program provides implementation guides, briefing documents, effective practices, presentation tools, customizable formats to localize the RSG message for your municipality. The only commitment from the fire department is volunteer or staff time needed for the outreach activities or events. There are also grants available through the International Association of Fire Chiefs (IAFC) to the local fire department for creating new ways to deliver the RSG message.

For additional information you may contact the Ready, Set, Go! Program directly at: 703.273.0911 or via e-mail at [RSG@iafc.org](mailto:RSG@iafc.org)

## What to do, and how to do it (“How to”)

*This section provides guidance and recommendations for implementing this action. Your municipality does not need to follow this guidance exactly, as long as it meets the requirements for earning points for this action.*

1. To get started, each fire department seeking points for their municipality in the Ready, Set, Go! program will need to register with the RSG program. The International Association of Fire Chiefs (IAFC) offers a simple online sign up for departments to join the RSG program at <http://www.wildlandfireRSG.org> . By registering with the program, your fire department will gain access to the free program materials available to “members” only and also be able to report your RSG program activity using their Achievement Management System (AMS) portal. To initially register with the program you will be asked to input Fire Department information and provide two (2) Fire Department contacts.
2. Once signed up, the department may access all outreach information that IAFC has available. Resources include:
  - a. <http://www.wildlandfirersg.org/Explore/Guidance>
  - b. RSG Models of Outreach
  - c. RSG Implementation and Background Guide
  - d. RSG and Firewise, How They Work Together
  - e. Talking Points in presenting to City-Town Decision Makers
  - f. RSG for the Fire Department
3. After reviewing the program materials, the local fire company reaches out to local government leaders that may include the Mayor, emergency squad, community development director, and OEM coordinator to explain the basis for the Ready, Set, Go! program and identify opportunities to promote the program during community outreach and educational events. The RSG program tenets help residents be “Ready” with preparedness understanding, be “Set” with situational awareness when fire threatens and “Go” by acting early when a fire starts. Please note that program materials are available in English and Spanish.
4. To become a RSG fire department, you will need to complete at least 2 outreach events, activities or campaigns that focus on expanding the knowledge of residents and businesses about the program by utilizing the RSG program materials.
5. To earn points with Sustainable Jersey for RSG, two outreach events to the community must be held by the local fire company during the **current or previous year** of the municipality’s application for certification. Outreach events may include RSG information presented at annual events like Fire Prevention Week, local Community Days, and fire company open houses or during fire company training programs.
6. After your department has signed up for RSG, they can use their new access code to input and track all information through their IAFC Achievement Management System (AMS) tracking program. To access the system visit <http://www.wildlandfirersg.org/> . For detailed guidance on how to input your events and volunteer/staff hours into the AMS system, please review a simple tutorial [here](#). The purpose of AMS is to record and recognize the departments’ work in presenting RSG to residents. This system records what

was done, how many firefighters were involved and the total volunteer hours involved in the outreach activity. AMS reports can be printed from the IAFC web site and will need to be submitted as part of your municipality's documentation. Problems or questions on the AMS reporting system should be directed to RSG staff at 703.273.0911 or [RSG@iafc.org](mailto:YourName@RSG@iafc.org)).

7. We encourage RSG certified fire companies in the municipality to mentor and support other companies' departments that service your municipality to participate in the program.
8. This is a variable point action. Municipalities can earn 5 points for each fire department that earns the RSG certification by completing a minimum of two outreach or presentation activities during the **current or previous year** of the municipality's application for certification and successfully reporting them on the IAFC Achievement Management System. To earn certification for Sustainable Jersey, the Fire Company/Municipality will need to provide a copy of each fire departments' AMS report that shows that their outreach/presentation activity has been approved by the national RSG staff.
9. Five points will be awarded for one RSG fire department, 10 points awarded for two fire departments and 15 points if documentation for three fire departments if documentation indicating they have successfully met the RSG program standards are is uploaded for this action.
10. Prepare a short narrative that describes the 2 RSG outreach or presentation activities completed by each fire department. The narrative should describe the activity, fire department volunteer or department personnel staff hours, type of RSG program resources used and outcomes for the event (i.e. number of attendees or homes visited; materials distributed) by each fire department to include in the narrative text box for the action. To continue to earn 5-15 points for this action, the local fire department(s) will need to maintain their RSG certification by hosting 2 outreach activities or programs during the **current or previous year** of the municipality's application for certification.

### What to submit to earn points for this action

In order to earn 10 points for this action, the following documentation must be submitted as part of the online certification application in order to verify that the action requirements have been met.

This will be a variable point action (5-15) with more points awarded based on the number of RSG fire companies that are recognized within a municipality.

- Municipalities with one RSG Company that completes two outreach events during the **current or previous year** of the municipality's application for certification and earns RSG recognition: 5 points.
- Municipalities with two RSG Fire Departments that each complete two outreach events during the **current or previous year** of the municipality's application for certification and earns RSG recognition: 10 points.
- Municipalities with three RSG Fire Departments that each complete two outreach events during the **current or previous year** of the municipality's application for certification earns RSG recognition: 15 points maximum.

In the text box, please provide a short narrative (300 words Mmaximum) to summarize that describes the 2 RSG outreach or presentation activities completed by each fire department. The narrative should describe the activity, fire department volunteer or department personnel staff hours, type of RSG program resources used and outcomes for the event (i.e. number of attendees or homes visited, materials distributed) by each fire department. to include in the action narrative box. Focus on what was accomplished and the general steps taken to accomplish it.

1. Upload a copy of each fire department's approved Ready, Set, Go! report form from the IAFC Achievement Management System reporting system that indicates your education and outreach activities were accepted. Municipalities can submit documentation from up to 3 fire departments servicing their municipality. Five points will be awarded for each fire department.

All documentation must be from the **current or previous year** of the municipality's application for certification.

### Approved Action Expiration Date

Approved actions will be set to expire at the end of the calendar year following the action's approval. For example, if the action was approved in 2023, it will be set to expire on December 31, 2024.

### IMPORTANT NOTES:

There is a limit of six uploaded documents per action and individual files must not exceed 50 MB. Excerpts of relevant information from large documents are recommended.

All action documentation is available for public viewing after an action is approved. Action submissions should not include any information or documents that are not intended to be viewed by the public.

### **Spotlight: What NJ municipalities are doing**

**Barnegat Township, Ocean County, NJ** has been impacted by many wild fires throughout history. In 2007, the Warren Grove bombing range fire forced the evacuation of large areas in the township. Three homes were lost and most residents in the town were impacted either by evacuation, smoke or falling embers. This wildfire became the catalyst that brought many different partners together to develop a plan to address wildfire safety.

In Barnegat many different partnerships have been formed as a result of the Warren Grove Fire. The town now has provided 20 RSG presentations to residents per year; three communities are listed as Firewise; multiple mitigation projects have been done, and Barnegat Township is the first to have completed a Community Wildfire Protection Plan (CWPP) in NJ. (2010). In 2014, Barnegat became one of 18 pilot communities in the country in the Fire Adapted Communities (FAC) program. The FAC program will combine what has been learned in these communities (Firewise, RSG, CWPP) and utilize this information to promote wildfire preparedness in Barnegat and create wildfire resiliency with the residents of Barnegat.

### **Resources**

**The Ready, Set, Go! (RSG) Program** is managed by the [International Association of Fire Chiefs \(IAFC\)](#). Launched nationally in March 2011, the program helps fire departments to teach individuals who live in high risk wildfire areas - and the wildland-urban interface - how to best prepare themselves and their properties against fire threats.

#### **International Association of Fire Chiefs, Ready, Set, Go! Program**

Program website: [www.wildlandfireRSG.org](http://www.wildlandfireRSG.org)

Program Guidance: [www.wildlandfirersg.org/Explore/Guidance](http://www.wildlandfirersg.org/Explore/Guidance)

Program registration page: [www.wildlandfirersg.org/Join](http://www.wildlandfirersg.org/Join)

Spanish Language Toolkit: [http://www.wildlandfirersg.org/Explore/Spanish- Language-Toolkit](http://www.wildlandfirersg.org/Explore/Spanish-Language-Toolkit)

#### **New Jersey State Forestry Services, Forest Fire Service**

[www.state.nj.us/dep/parksandforests/fire/contactus.html](http://www.state.nj.us/dep/parksandforests/fire/contactus.html)



re: Job Retirement

---

From ANA DEBEVEC <finance@rooseveltnj.us>

Date Tue 11/12/2024 10:18 AM

To KATHLEEN HART <clerk@rooseveltnj.us>

Cc Malkin, Peggy <[REDACTED]>

Kathleen, FYI.

Ana

---

**From:** KIM CUIFFO <admin-assistant@rooseveltnj.us>

**Sent:** Tuesday, November 12, 2024 10:13 AM

**To:** [REDACTED] <peggymalkin@rooseveltnj.us>

**Cc:** ANA DEBEVEC <finance@rooseveltnj.us>

**Subject:** Job Retirement

Dear Mayor Malkin,

Please accept my resignation for my position with the Borough of Roosevelt as Administrative Assistant. My last day will be the Tuesday before Thanksgiving, November 26, 2024.

It has been such a pleasure working here for the past 6 years, meeting the special people in Roosevelt, helping your very best Treasurer, with her many tasks and acting as a notary public for people who needed their documents notarized, as well as the many other varied duties that needed to be done throughout the years. I will always fondly remember my job in Roosevelt.

As an aside, I would be more than willing to cover the office occasionally when Ana needs someone to do so, due to any doctor's appointments, etc.

Thank you for hiring me and giving me the opportunity to work in this peaceful environment with some very wonderful people!

Sincerely,

*Kimberly A. Cuiffo*

*Administrative Assistant*

Borough of Roosevelt

33 Rochdale Avenue

Roosevelt, NJ 08555

(609) 448-0539

**Website:** <https://rooseveltnj.us>

**RESOLUTION NO. 24-115  
MEETING DATE: 11-18-2024**

**PAYMENT OF BILLS FOR NOVEMBER 18, 2024**

---

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 18, 2024.

---

Kathleen Hart  
Borough Clerk

11-18.24 BILL LIST

Ranges		Item Status	Purchase Types	Misc				
<i>Range: First to Last</i> <i>Rcvd Batch Id Range: First to Last</i>		<i>Open: N</i> <i>Void: N</i> <i>Paid: N</i> <i>Held: Y</i> <i>Aprv: N</i> <i>Rcvd: Y</i>	<i>Bid: Y</i> <i>State: Y</i> <i>Other: Y</i> <i>Exempt: Y</i>	<i>P.O. Type: All</i> <i>Format: Condensed</i> <i>Include Non- Y</i> <i>Budgeted:</i> <i>Vendors: All</i>				
Vendor #	P.O. #	Name	Description	Status	Amount	Void Amount	Contract	PO Type
ACSCH005	24-00423	A.C. SCHULTES, INC.	EMERG:PUMP REPLACEMENT WELL#	Open	32,041.00	0.00		
ASHBU005	24-00627	ASHBURNER, SAM	REIMB:(6) BIRDHOUSES	Open	205.00	0.00		
BOROU005	24-00631	BOROUGH OF HIGHTSTOWN	LANDFILL TIPPING FEES:SEP 2024	Open	2,236.01	0.00		
	24-00658		SOLID WASTE CONTRACT:NOV 2024	Open	6,151.17	0.00		
	24-00674		LANDFILL TIPPING FEES:OCT 2024	Open	3,768.12	0.00		
<b>Vendor Total:</b>					<b>12,155.30</b>			
CANNO005	24-00676	CANNON LAW FIRM, LLC	LEGAL SERVICES-SEP 2024	Open	2,782.40	0.00		
	24-00677		LEGAL SERVICES-OCT 2024	Open	2,750.00	0.00		
	24-00678		SEP 2024-STORMWATER EASEMENTS	Open	66.00	0.00		
	24-00679		OCT 2024-STORMWATER EASEMENTS	Open	264.00	0.00		
<b>Vendor Total:</b>					<b>5,862.40</b>			
CMRSF005	24-00626	CMRS-FP	POSTAGE FOR POSTAGE METER	Open	430.00	0.00		
COMPL010	24-00637	COMPLETE CARE MAINTENANCE, LLC	OCT 2024 SERVICES	Open	400.00	0.00		
CROSS005	24-00122	CROSS OVER NETWORKS, LLC	2024 IT SERVICES	Open	459.20	0.00		B
DILWO005	24-00617	DILWORTH & PAXSON, LLP	BAN CLOSING 9/20/24	Open	1,417.00	0.00		
DONAT005	24-00625	DONATO, ESQ., MICHELE	PLANNING BOARD 7/30-9/24/24	Open	721.05	0.00		
	24-00630		PB REVIEW-DELI	Open	227.75	0.00		
<b>Vendor Total:</b>					<b>948.80</b>			
DRALA005	24-00583	DR. ALAN DUBOWY, DVM	RABIES CLINIC 11/12/24	Open	150.00	0.00		
EDMUN005	24-00633	EDMUNDS GOVTECH	2024 TAX BILLS	Open	290.00	0.00		
FRUEH005		FRUEH, SCOTT						

BOROUGH OF ROOSEVELT  
Bill List By Vendor Name

11/14/2024

01:05 PM

Vendor #	Name						
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
FRUEH005		FRUEH, SCOTT					
							<i>Account Continued</i>
GEORG005		GEORGE S COYNE CHEMICAL CO INC					
24-00089	02/06/24	SEWER-2024 CES PACL(DELTA FLOC	Open	4,622.46	0.00		B
24-00148	02/29/24	SEWER-2024 SODIUM ALUMINATE	Open	9,882.43	0.00		B
				<b>Vendor Total:</b>	<b>14,504.89</b>		
HOLDE005		HOLDEN, JOHN B.					
24-00086	02/05/24	2024 WATER PLANT MANAGEMENT	Open	5,415.00	0.00		B
24-00652	11/06/24	ADDITIONAL SERVICES-OCT 2024	Open	79.50	0.00		
				<b>Vendor Total:</b>	<b>5,494.50</b>		
INTER015		INTERSTATE WASTE SERVICES, INC					
24-00022	01/10/24	2024 RECYCLING CONTRACT	Open	3,342.92	0.00		B
JCIJO005		JCI JONES CHEMICALS, INC.					
24-00095	02/07/24	SEWER-2024 SULFUR DIOXIDE	Open	1,808.00	0.00		B
JCPL0005		JCP & L					
24-00655	11/06/24	W/S-SEP/OCT 2024 ELECTRIC SERV	Open	7,358.77	0.00		
24-00656	11/06/24	SEP 2024 ELECTRIC SERVICE	Open	1,124.53	0.00		
				<b>Vendor Total:</b>	<b>8,483.30</b>		
LEAF0005		LEAF COMMERCIAL CAPITAL, INC.					
24-00632	11/01/24	KYOCERA COPIER PYMT 12 OF 60	Open	171.48	0.00		
LYONS005		LYONS ENVIRONMENTAL SERV, LLC					
24-00136	02/23/24	2024 SEWER PLANT MANAGEMENT	Open	9,500.00	0.00		B
24-00653	11/06/24	WATER TESTING 10/1/24	Open	40.00	0.00		
24-00654	11/06/24	ADDT'L SERVICES 10/1 & 10/30	Open	320.00	0.00		
				<b>Vendor Total:</b>	<b>9,860.00</b>		
MERRI005		MERRITT, MICHAEL					
24-00642	11/04/24	REIMB:LITTLE FREE LIBRARY KIT	Open	324.73	0.00		
MONMO005		MONMOUTH COUNTY BOARD OF					
24-00623	10/28/24	2024 RECORDS ACCESS FEE	Open	500.52	0.00		
NJADV005		NJ ADVANCE MEDIA					
24-00629	10/31/24	LEGAL NOTICES-10/11/24	Open	8.84	0.00		
24-00664	11/08/24	LEGAL NOTICES-10/2/24	Open	11.70	0.00		
24-00665	11/08/24	LEGAL NOTICES-10/24/24	Open	22.62	0.00		
				<b>Vendor Total:</b>	<b>43.16</b>		
NJDEP005		NJ DEPARTMENT OF HEALTH					
24-00649	11/06/24	DOG REPORT:SEP 2024	Open	5.40	0.00		
24-00650	11/06/24	DOG REPORT:OCT 2024	Open	1.20	0.00		
24-00660	11/07/24	DOG REPORT:JAN 2024 REVISED	Open	6.00	0.00		
				<b>Vendor Total:</b>	<b>12.60</b>		

**BOROUGH OF ROOSEVELT**  
Bill List By Vendor Name

11/14/2024

01:05 PM

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
NJDEP005		NJ DEPARTMENT OF HEALTH					<i>Account Continued</i>
PASSA005 24-00675	11/13/24	PASSAIC VALLEY SEWERAGE SLUDGE DISPOSAL-OCT 2024	Open	940.80	0.00		
PEGER005 24-00231	04/17/24	PEGER, KYLE d/b/a PUBLIC LAND MAINTENANCE:2024	Open	1,778.00	0.00		B
PETTY005 24-00619	10/24/24	PETTY CASH REIMBURSE PETTY CASH	Open	6.39	0.00		
24-00634	11/01/24	REIMBURSE PETTY CASH	Open	71.00	0.00		
24-00635	11/01/24	REIMBURSE PETTY CASH	Open	20.61	0.00		
24-00636	11/01/24	REIMBURSE PETTY CASH	Open	17.05	0.00		
24-00638	11/04/24	REIMBURSE PETTY CASH	Open	42.47	0.00		
24-00661	11/07/24	REIMBURSE PETTY CASH	Open	82.29	0.00		
24-00662	11/07/24	REIMBURSE PETTY CASH	Open	21.31	0.00		
		<b>Vendor Total:</b>		<b>261.12</b>			
PSEGC005 24-00673	11/12/24	PSE & G CO. OCT 2024 GAS SERVICE	Open	201.37	0.00		
ROBER005 23-00499	09/25/23	ROBERTS ENGINEERING GROUP, LLC ROAD IMPROVEMENTS:NORTH VALLE	Open	1,719.00	0.00		B
24-00090	02/07/24	REPLACE TRICKLING FILTERS	Open	1,455.00	0.00		B
24-00371	06/19/24	SEWER MAIN REPAIR/REPLACE:NVR	Open	660.00	0.00		B
24-00536	09/18/24	UPDATE STORMWATER PPP	Open	195.00	0.00		B
24-00639	11/04/24	33/36 CLARKSBURG EMERG SEWER	Open	2,019.50	0.00		
24-00640	11/04/24	18 FARM-SEWER LATERAL REPAIR	Open	247.50	0.00		
24-00641	11/04/24	RVW SODIUM ALUM TANKS+FLOW MT	Open	305.00	0.00		
24-00643	11/04/24	NVR SINK HOLE/NURKO EROSION	Open	165.00	0.00		
24-00644	11/04/24	SINK HOLE ON NVR	Open	152.50	0.00		
24-00645	11/04/24	PREP/ATTEND 9/16 COUNCIL MTG	Open	495.00	0.00		
24-00646	11/05/24	PB REVIEW-5 CEDAR COURT	Open	152.50	0.00		
24-00647	11/05/24	ENGINEERING REVIEW-WINERY	Open	97.50	0.00		
		<b>Vendor Total:</b>		<b>7,663.50</b>			
RUSSE005 24-00103	02/09/24	RUSSELL REID, INC. 2024 SLUDGE REMOVAL	Open	1,409.24	0.00		B
SHORE005 24-00624	10/28/24	SHORE BUSINESS SOLUTIONS USAGE 9/21/24-10/20/24	Open	11.24	0.00		
STAPL005 24-00616	10/22/24	STAPLES BUSINESS ADVANTAGE OFFICE & JANITORIAL SUPPLIES	Open	149.23	0.00		
SUTPH005 24-00021	01/10/24	SUTPHEN MEMORIAL, INC. 2024 CEMETERY MANAGEMENT	Open	775.00	0.00		B
THEHO010		THE HOME DEPOT					

BOROUGH OF ROOSEVELT  
Bill List By Vendor Name

Vendor #	Name						
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
THEHO010		THE HOME DEPOT		<i>Account Continued</i>			
24-00648	11/05/24	ENVIRONMENTAL COMM-TRAIL SUPPL	Open	619.60	0.00		
24-00670	11/08/24	ENVIRONMENTAL COMM-TRAIL SUPPL	Open	136.60	0.00		
		<b>Vendor Total:</b>		<b>756.20</b>			
TOWNS015		TOWNSHIP OF MANALAPAN					
24-00659	11/06/24	ANIMAL CONTROL SERV-NOV 2024	Open	1,000.00	0.00		
TOWNS005		TOWNSHIP OF MILLSTONE					
24-00657	11/06/24	2024 COURT SERVICES	Open	6,000.00	0.00		
VERIZ015		VERIZON					
24-00618	10/23/24	PHONE/INTERNET-OCT 2024	Open	819.74	0.00		
WRNEU005		W.R. NEUMANN COMPANY, INC.					
24-00061	01/25/24	WATER-2024 SODIUM HYPOCHLORITE	Open	854.05	0.00		B
WATER010		WATERS & BUGBEE, INC.					
24-00682	11/13/24	EMERGENCY-SEWER BREAK-18 FARM	Open	36,163.27	0.00		
WEBHA005		WEB HAULING & DISTRIBUTION,INC					
24-00622	10/28/24	PUMP LAKE DR PUMP PIT 9/27/24	Open	274.40	0.00		
<b>Total Purchase Orders: 72</b>				<b>Total P.O. Line Items: 0</b>	<b>Total List Amount: 158,007.69</b>	<b>Total Void Amount: 0.00</b>	



TOTAL CARRIED FORWARD FROM BILL LIST

158,007.69

MANUAL CHECKS

10/29/24 CK#13675

DSHC ENTERPRISES, LLC

7,313.52

7,313.52

GRAND TOTAL OF 11/18/24 BILL LIST

165,321.21

**BOROUGH OF ROOSEVELT**  
Bill List By Vendor Name

<b>Totals by Year-Fund</b>							
<b>Fund Description</b>	<b>Fund</b>	<b>Budget Rcvd</b>	<b>Budget Held</b>	<b>Budget Total</b>	<b>Revenue Total</b>	<b>G/L Total</b>	<b>Total</b>
	4-01	38,524.16	0.00	38,524.16	0.00	0.00	38,524.16
	4-09	111,722.68	0.00	111,722.68	0.00	0.00	11,722.68
	<b>Year Total:</b>	<b>150,246.84</b>	<b>0.00</b>	<b>150,246.84</b>	<b>0.00</b>	<b>0.00</b>	<b>50,246.84</b>
	C-04	2,513.00	0.00	2,513.00	0.00	0.00	2,513.00
	C-08	4,757.50	0.00	4,757.50	0.00	0.00	4,757.50
	<b>Year Total:</b>	<b>7,270.50</b>	<b>0.00</b>	<b>7,270.50</b>	<b>0.00</b>	<b>0.00</b>	<b>7,270.50</b>
	T-12	477.75	0.00	477.75	0.00	0.00	477.75
<b>ANIMAL CONTROL</b>	T-13	12.60	0.00	12.60	0.00	0.00	12.60
	<b>Year Total:</b>	<b>490.35</b>	<b>0.00</b>	<b>490.35</b>	<b>0.00</b>	<b>0.00</b>	<b>490.35</b>
<b>Total Of All Funds:</b>		<b>158,007.69</b>	<b>0.00</b>	<b>158,007.69</b>	<b>0.00</b>	<b>0.00</b>	<b>158,007.69</b>



**RESOLUTION NO. 24-116  
MEETING DATE: 11-18-2024**

**2025 SOFTWARE SUPPORT AND LICENSE AGREEMENT WITH EDMUNDS GOVTECH**

---

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 for CY2025 as follows:

HOSTING (LEVEL I)	\$ 3,028.48
TAX COLLECTIONS	\$ 2,712.60
FINANCIAL ACCOUNTING	\$ 4,065.94
UTILITY BILLING	\$ 2,849.73
MCSJ WIPP TAX ANNUAL FEE	\$ 1,478.52
MCSJ WIPP UTILITY ANNUAL FEE	<u>\$ 1,478.52</u>
TOTAL	<u>\$15,613.79</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 \$15,613.79 for calendar year 2025; and

**WHEREAS**, the CFO has certified that funds will be available in the 2025 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 2025.

**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, 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 18, 2024.

---

Kathleen Hart  
Borough Clerk

BOROUGH OF ROOSEVELT

I, Scott M. Frueh, Chief Financial Officer of the Borough of Roosevelt, do hereby certify that funds will be appropriated in the **2025 temporary budget** for the following contract to be awarded:

<u>Vendor</u>	<u>Budget Account</u>	<u>Total Award</u>
Edmunds GovTech (2025 Software Maint & Cloud Hosting)	Data Processing-O/E, W/S-O/E	15,613.79



Scott M. Frueh  
Chief Financial Officer

Dated: 11/18/24



**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 #: 25-IN1409  
 Invoice Date: 10/01/2024  
 Payment Terms: Net 90  
 Due Date: 1/01/2025

Description: 2025 Software  
 Maintenance & Cloud Hosting

cc: K. Hart  
 M & C



Attn: Accounts Payable  
 Roosevelt Borough  
 33 North Rochdale Ave, PO Box 128  
 Roosevelt, NJ 08555

QTY	SERVICE ID	DESCRIPTION	UNIT PRICE	AMOUNT	NOTES
1	1-OS-9037-7	Hosting (Level I)	\$3028.48	\$3,028.48	Contract #: 22-1177-3
1	1-FM-0012-5	Finance Super Suite Maintenance	\$4065.94	\$4,065.94	Contract #: LSW-C0595-4
1	1-RM-1307-5	Real Property Tax Billing Maintenance	\$2712.6	\$2,712.60	Contract #: LSW-C0595-4
1	1-RM-1315-5	WIPP - Tax Maintenance	\$1478.52	\$1,478.52	Contract #: LSW-C0595-4
1	1-RM-1310-5	Utility Billing & Collections Maintenance	\$2849.73	\$2,849.73	Contract #: LSW-C0595-4
1	1-RM-1317-5	WIPP - Utility Maintenance	\$1478.52	\$1,478.52	Contract #: LSW-C0595-4
<b>TOTAL:</b>				\$15,613.79	
<b>PAYMENTS/ CREDITS APPLIED:</b>				\$0.00	
<b>TOTAL AMOUNT DUE:</b>				\$15,613.79	

October 1, 2024

Dear Customer:

Thank you for your continued commitment and investment in EGT software systems. Your partnership and loyalty are integral to our ability to deliver top-notch products and the highest levels of support in the software and local government worlds.

EGT has been on a journey of growth and investment, focusing on enhancing our teams, software products, infrastructure, and the support we provide to our valued customers. This sustained effort has fortified our foundation, placing us in the best position to serve you for decades to come.

In light of the current economic landscape, numerous companies across various sectors have grappled with substantial increases in their operational costs, prompting adjustments to their end-user prices. During this time, EGT has diligently optimized our efficiencies and controlled our cost structures to shield our customers from the direct impact of significant economic fluctuations. 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.

Your annual service period will run from January 1, 2025, to December 31, 2025. We kindly request that all annual maintenance payments be remitted by January 1, 2025. For your convenience, we have attached your corresponding invoice to this letter. We kindly request that you submit a purchase order for the amount indicated on the enclosed invoice(s).

If you have any inquiries regarding your invoice or the payment process, please do not hesitate to reach out to us at [AR@EdmundsGovTech.com](mailto:AR@EdmundsGovTech.com).

Thank you once again for your continued partnership and trust in EGT.

Best regards,

*Edmunds GovTech*

**RESOLUTION NO. 24-117**  
**MEETING DATE: 11-18-2024**

**A RESOLUTION SUPPORTING IMPROVEMENTS ALONG COUNTY ROUTE  
571 (RISING SUN TAVERN ROAD/ROCHDALE ROAD) IN THE TOWNSHIP OF  
MILLSTONE AND BOROUGH OF ROOSEVELT**

---

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

**WHEREAS**, the County of Monmouth is applying for federal funding under NJTPA's Fiscal Year 2025 Local Safety Program and High-Risk Rural Roads Program for the improvements along County Route 571 (Rising Sun Tavern Road/Rochdale Road) in the Borough of Roosevelt, Monmouth County; and

**WHEREAS**, the intent of this Project is to address safety concerns along the County Route 571 (Rising Sun Tavern Road/Rochdale Road) corridor; and

**WHEREAS**, the proposed improvements include geometric improvements including the construction of single-lane roundabouts potentially at Tamara Drive/South Rochdale Avenue and at Windsor Road/Perrineville intersections, high friction pavement surface along various existing horizontal curves, and the installation of high visibility striping, rumble strips, new signage, and drainage improvements; and

**WHEREAS**, these proposed conceptual improvements will improve traffic movement safety and efficiency and provide traffic calming for vehicles traversing corridor, enhance side friction at existing horizontal curves and provide positive guidance for vehicles traversing these curves especially during nighttime, and thereby reduce the potential for single vehicle crashes; and

**WHEREAS**, the Borough of Roosevelt Committee believes that the planned improvements would greatly benefit all roadway users within the County Route 571 (Rising Sun Tavern Road/Rochdale Road) corridor.

**NOW, THEREFORE, BE IT RESOLVED** that the Borough of Roosevelt herein expresses its full support of the County of Monmouth's project for the improvements to along County Route 571 (Rising Sun Tavern Road/Rochdale Road) and believes it to be vital to facilitating access and improving motorist safety within said project area.

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution shall be forwarded to: Monmouth County Clerk of the Board of County Commissioners and Monmouth County Engineer.

**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 18, 2024.

---

Kathleen Hart  
Borough Clerk

**RESOLUTION NO. 24-118**  
**MEETING DATE: 11-18-2024**

**RESOLUTION AUTHORIZING RETURN OF ESCROW FUNDS FOR  
1 N. ROCHDALE AVENUE (BLOCK 9, LOT 21) TO SUNIL V. PATEL**

---

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

**WHEREAS**, Sunil Patel filed an application to the Planning Board and escrow deposits were posted; and

**WHEREAS**, the applicant did not move forward with the application; and

**WHEREAS**, it has been determined that no Professional Service invoices are due on this account, all having been paid in full; and

**WHEREAS**, there is a balance of \$1,991.50 in said escrow account that should be refunded to the applicant; and

**WHEREAS**, it has been requested that the escrow balance in the amount of \$1,991.50 be refunded to the applicant.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Roosevelt that the Treasurer is hereby authorized to issue a refund of escrow funds in the amount of \$1,991.50 to Sunil Patel representing the escrow balance(s) as set forth herein.

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 18, 2024.

---

Kathleen Hart  
Borough Clerk

November 7, 2024  
03:15 PM

BOROUGH OF ROOSEVELT  
Budget Detail Inquiry

Account No: T-12-56-286-000-528  
Description: ESCROW-PB REVIEW-SUNIL PATEL-DELI Type: Sub Account  
Starting Date: 0 Ending Date: 11/07/24 Po Transactions: Summarized  
\* Transaction is included in Previous and/or Opening Balance \*\* Transaction is not included in Balance  
En = PO Line Item First Encumbrance Date BC = Blanket Control BS = Blanket Sub

Date	Description	Trans Amount	Balance
11/16/22	Add Acct New: 0.00 Temporary Budget	0.00	0.00
11/16/22	Reimbursement Check: 86095519-7 PB Site Plan Review Post Ref: R 1459 1 Source: MISC	3,500.00	3,500.00
01/18/23	PO 22-00760 1 Paid ck 12586 PB REVIEW-DELI Vn ROBER005 ROBERTS ENGINEERING GROUP, LLC En 12/31/22	1,280.75-	2,219.25
11/01/24	PO 24-00630 1 Rcvd PB REVIEW-DELI Vn DONAT005 DONATO, ESQ., MICHELE Rc 11/07/24	227.75-	1,991.50

AD.



**RESOLUTION BOROUGH OF ROOSEVELT PLANNING BOARD  
DISMISSING APPLICATION OF SUNIL V. PATEL WITHOUT PREJUDICE**

WHEREAS, Sunil V. Patel ("Applicant") applied to the Planning Board of the Borough of Roosevelt for Planning Board variance approval for property known as 1 N. Rochdale Drive, Block 9, Lot 21; and

WHEREAS, the Board after carefully considering the evidence submitted by the Applicant and the general public, makes the following findings of fact and conclusions of law:

1. The application was filed, and escrow deposits were posted. The Planning Board engineer reviewed the application for completeness. The applicant did not submit revised plans. The attorney for the applicant assumed that applicant was withdrawing the application.

NOW, THEREFORE, BE IT RESOLVED by the Planning Board of the Borough of Roosevelt that the application is hereby dismissed without prejudice.

This Resolution adopted the 15<sup>th</sup> day of October, 2024 memorializes the action taken at a meeting of the Roosevelt Planning Board on October 15, 2024, with the roll call vote on the memorialization as follows:

ROLL CALL ON MEMORIALIZATION

AYES: Ms. Malkin  
Ms. Petrilla  
Ms. Ord  
Ms. Kaufman-Marut  
Ms. Katz  
Ms. Psarakis

NAYS:

ABSENT: Mr. Septak and Mr. Hartley

I hereby certify that the foregoing is a true copy of a Resolution of the Roosevelt Planning Board memorialized on October 15, 2024.



---

April Claudio  
Planning Board Secretary

**RESOLUTION NO. 24-119  
MEETING DATE: 11-18-2024**

**RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF ROOSEVELT  
WAIVING SEPTEMBER/OCTOBER WATER AND SEWER UTILITY BILLINGS FOR 5  
& 6 CEDAR COURT**

---

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”) operates public water and sewer utilities that provide such services to certain properties within the Borough; and

**WHEREAS**, the property known as 5 & 6 Cedar Court (the “Property”) maintains utility accounts with the Borough; and

**WHEREAS**, in early March 2023, the structures located upon the Property were severely damaged and destroyed in a casualty loss incident; and

**WHEREAS**, during the months of September and October 2024, the Borough billed the Property’s utility accounts for structures that were no longer habitable and/or no longer existed upon the Property; and

**WHEREAS**, the Borough has determined that the amount billed to the Property’s accounts do not accurately reflect the utilities being utilized, and finds that the Property did not utilize any of the municipal services for which it was billed.

**NOW, THEREFORE, BE IT RESOLVED**, that the Governing Body of the Borough of Roosevelt, County of Monmouth, State of New Jersey does hereby authorize the Borough CFO and Tax Collector to cancel and/or waive the Property’s water/sewer utility bill for September/October 2024 in the amount of \$372.00; and

**BE IT FURTHER RESOLVED**, that any interest and late fees shall be waived on the Property’s water/sewer utility accounts relating to the above-authorized cancellation; and

**BE IT FURTHER RESOLVED**, that a certified copy of this resolution be forwarded to the Borough CFO, Tax Collector, and the owner of the Property.

**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 18, 2024.

---

Kathleen Hart  
Borough Clerk



Home > BPI > Surveys > Survey View > Scoring

[Return to Question List](#)

## Best Practices Inventory Online Platform

### Roosevelt Borough

#### Scoring

Current Score: 43/50

#### Score

35 +  
31 - 34  
27 - 30  
0 - 26

#### Aid Withheld

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

**FW: Best Practices Inventory Submission 11/7/2024**

---

From Scott Frueh <finance@east-windsor.nj.us>

Date Thu 11/7/2024 5:44 PM

To ANA DEBEVEC <finance@rooseveltnj.us>; KATHLEEN HART <clerk@rooseveltnj.us>; PEGGY MALKIN <mayor@rooseveltnj.us>

The Best Practices Inventory has been submitted. Thank you for all your help.

Thank you,  
Scott

Scott M. Frueh, CMFO, QPA  
Chief Financial Officer  
Borough of Roosevelt

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

**Sent:** Thursday, November 7, 2024 5:42 PM

**To:** Scott Frueh <finance@east-windsor.nj.us>; KATHLEEN HART <clerk@rooseveltnj.us>; PEGGY MALKIN <mayor@rooseveltnj.us>

**Subject:** Best Practices Inventory Submission 11/7/2024

**External Email:** This is an external email and may be malicious. Please take care when clicking links or opening attachments.

The 2,024 Best Practices Inventory for Roosevelt Borough has been submitted successfully on 11/7/2024. CONFIDENTIALITY NOTICE: "The information contained in this communication is privileged and confidential and is intended for the sole use of the persons or entities who are the addressees. Further, the information may be considered advisory, consultative or deliberative material, subject to the requirements established under N.J.S.A. 47:1A-1.1. If you are not the intended recipient of this email, the dissemination, distribution, copying or use of the information it contains is strictly prohibited. If you have received this communication in error, please notify the sender immediately and destroy the email and any attachments."