

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

COUNCIL REORGANIZATION & REGULAR MEETING AGENDA
JANUARY 6, 2025 @ 7:00 P.M.

TIME IN _____

Adequate notice of this meeting, as required by Chapter 231, P.L. 1975, has been provided by a public notice on January 6, 2023 which was posted on the Bulletin Board Roosevelt Post Office and in the Borough Hall. The notice was published in The Times and Asbury Park Press.

OATH OF OFFICE (Administered to Newly Elected Officials)

Borough Council (3 Year Term expires 12/31/27)**Tina Kaufman-Marut**
Borough Council (3 Year Term expires 12/31/27)**Ralph Warnick**

ROLL CALL

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

MAYOR'S REPORT:

PUBLIC COMMENT: (Agenda items only)

MINUTES: None

CORRESPONDENCE:

1. Received letter from State of NJ, Department of Transportation, dated December 9, 2025 regarding the Transportation Alternatives Set-Aside Program Request for Applications.
2. Environmental Commission end of year report for 2024.
3. Clerk Hanlon Advises Monmouth County Voters of New Date for the Primary Election, June 10, 2025.
4. Resignation letter from Councilman Michael Hamilton, effective January 6, 2025.

ORDINANCE:

FIRST READING

2025-01 Calendar Year 2024 Ordinance to Exceed the Municipal Budget
Appropriation Limits and to Establish a Cap Bank (NJSA. 40a:4-45.14)

Second reading and public hearing scheduled for February 3, 2025 at Borough Hall, 33 North Rochdale Avenue, Roosevelt, NJ.

CONSENT AGENDA RESOLUTIONS:

- Resolution 25-01 Selecting a President of the Council for the Year 2025
- Resolution 25-02 Establishing Council Committees for the Year 2025
- Resolution 25-03 Appointing the Planning Board Class III Member for the Year 2025
- Resolution 25-04 Adopting “Roberts Rules of Order”
- Resolution 25-05 Establishing Schedule of Public Meetings
- Resolution 25-06 Designating Official Newspapers for the Borough Trenton Times and Asbury Park Press

- Resolution 25-07 Consent to Appointments for 2025 – Borough Officials
- Resolution 25-08 Authorizing the Award of a Contract for Professional Legal Services
- Resolution 25-09 Authorizing the Award of a Contract for Professional Engineering Services

- Resolution 25-10 Authorizing the Award of a Contract for Professional Auditing Services
- Resolution 25-11 Authorizing the Award of a Contract for Professional Bond Counsel Services

- Resolution 25-12 Authorizing the Award of a Contract for Professional Planning Consultant Services

- Resolution 25-13 Resolution Adopting Cash Management Plan
- Resolution 25-14 Appointing a Public Agency Compliance Officer
- Resolution 25-15 2025 Designating Northfield Bank as Depository for the Roosevelt Municipal Court

- Resolution 25-16 Designating Provident Bank as Depository for the Borough of Roosevelt
- Resolution 25-17 Authorizing the Roosevelt Tax Collector to Cancel Property Tax Refunds and Delinquencies of Less than \$5.00 Pursuant to N.J.S.A. 40A17.1

- Resolution 25-18 Establishing the Rate of Interest to be Charged on Delinquent Taxes and Other Municipal Charges

- Resolution 25-19 Authorizing a Shared Services Agreement with Millstone Township for the Utilization of Millstone Municipal Court and Related Personnel Services

- Resolution 25-20 Appointments of Municipal Court Officers and Employees
- Resolution 25-21 Authorizing a Shared Services Agreement with the Township of Millstone for Repair, Maintenance and Snow Removal on Nurko Road for the Year 2025

- Resolution 25-22 Authorizing a Shared Services Agreement with the Township of Millstone for Certified Municipal Recycling Coordinator and Recycling Reporting Services

- Resolution 25-23 Acknowledging Deputy Registrar of Vital Statistics
- Resolution 25-24 Appointing Councilmembers to Serve as Representatives to the Various Boards and Committees of the Borough

- Resolution 25-25 Appointment of a Representative and an Alternate Representative to the Monmouth County Community Development Block Grant (CDBG)

- Resolution 25-26 Authorizing the Award of a Non-Fair and Open Contract for Professional Information Technology Services to Cross Over Networks, LLC, 34 Almond Drive, Toms River, NJ 08753

- Resolution 25-27 Designating a Borough Historian for the Borough of Roosevelt
- Resolution 25-28 Providing for 2025 Temporary Budget Appropriations
- Resolution 25-29 Resolution Awarding Contract for Periodic Maintenance and Repair of the Borough’s Emergency Standby Generators

- Resolution 25-30 Resolution Ratifying Emergency Contracts for the Rental and Repair of the Borough’s Wastewater Generator

ANNOUNCEMENT OF MAYOR'S APPOINTMENTS NOT REQUIRING COUNCIL APPROVAL

1. Mayor's Appointments to the Borough of Roosevelt Planning Board
2. Mayor's Appointments to the Borough of Roosevelt Environmental Commission

REPORTS OF COMMITTEE CHAIRS:

Councilmember Esakoff
Councilmember Hamilton
Councilmember Herrstrom
Councilmember Kaufman-Marut
Councilmember Trammell
Councilmember Warnick

REPORTS OF BOROUGH OFFICIALS:

UNFINISHED BUSINESS:

NEW BUSINESS:

GOOD AND WELFARE:

PUBLIC COMMENT (Any item)

M/Malkin opens the public comment at _____

M/Malkin closes the public comment at _____

ADJOURNMENT

TIME OUT: _____

1/6/25



DEC 17 2024

State of New Jersey

DEPARTMENT OF TRANSPORTATION

P.O. Box 600

Trenton, New Jersey 08625-0600

PHILIP D. MURPHY
Governor

FRANCIS K. O'CONNOR
Commissioner

TAHESHA L. WAY
Lt. Governor

CC: M + C
K. Hart
C. Roberts

December 9, 2024

Re: Transportation Alternatives Set-Aside Program Request for Applications

Dear Prospective Applicant:

On behalf of Governor Philip D. Murphy, I am pleased to announce that applications are now being accepted for the 2025 Transportation Alternatives Set-Aside (TA Set-Aside) Program. This solicitation is administered by the New Jersey Department of Transportation (NJDOT), in partnership with the North Jersey Transportation Planning Authority (NJTPA), the Delaware Valley Regional Planning Commission (DVRPC), and the South Jersey Transportation Planning Organization (SJTPO).

The TA Set-Aside program provides federal funds for community based non-traditional surface transportation related projects designed to strengthen the cultural, aesthetic, and environmental aspects of the nation's surface transportation intermodal system. The TA Set-Aside program was established by Congress in 2012 under MAP-21 and FAST Act in 2015 and is funded through a set-aside of the Federal-aid Highway Program. This has been maintained under the new Bipartisan Infrastructure Law (BIL).

For this solicitation, eligible projects must fall into one of the following 7 categories:

- Design and construction of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, and other non-motorized transportation users
- Construction of scenic turnouts, overlooks, and viewing areas
- Community improvement activities, specifically: Streetscaping and corridor landscaping
- Historic preservation and rehabilitation of historic transportation facilities both land and water such as buildings, structures and canals
- Environmental mitigation to address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff
- Reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats

Applicants may apply for Design, Right-of-Way (ROW) and construction funds. The eligible entities to receive TA Set-Aside funds are: local governments (municipalities and counties); regional transportation authorities; transit agencies; natural resource or public land agencies; tribal governments. Nonprofit organizations are not eligible as direct grant sub-recipients for TA Set-Aside funds for this solicitation. Nonprofit entities are eligible to partner with any eligible entity on an eligible project, if State or local requirements permit. The NJDOT has final authority to make a determination on the eligibility of an applicant.

In addition to the traditional grant criteria, for this solicitation like the previous Transportation Alternatives Set-Aside program, consideration will be given to applications that provide additional benefits to vulnerable members of our

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communities, including low-income residents, minorities, those with limited English proficiency, persons with disabilities, children and older adults. Census data for these categories will be used to determine if a project meets the equity criteria. Information regarding equity will be available through NJDOT's Local Aid Resource Center web site at: <https://www.njdotlocalaidrc.com/equity>

Participation in one-on-one pre-application meetings will be required. Your local public agency should schedule this meeting as soon as possible through the NJDOT Local Aid Resource Center website:
<https://njdotlocalaidrc.com/transportation-alternatives-set-aside-application-resources.php>

As with all federally funded programs, the funds will be disbursed on a reimbursement basis. The award of TA Set-Aside grants will be contingent upon the recipient's ability to comply with all applicable federal financial management, project implementation, and oversight regulations. Before applying, applicants should assess their capability to comply with state and federal requirements for the administration of federal-aid highway grants set forth in Title 23 – Highways, and OMB requirements related to administrative rules (2 CFR Part 200) and cost principals (2 CFR Part 1201) requirements.

Public rights-of-way and facilities are required to be accessible for all users through the statutes regardless of funding source. Recipients of federal and state grants will be required to comply with the provisions of Title II of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973.

Applications for the Transportation Alternatives Set-Aside Program are due on or before **May 22, 2025**. Applications must be submitted online through NJDOT SAGE at:
<https://njsage.intelligrants.com/>

Information on the TA Set-Aside Program is available at:

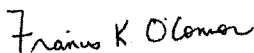
<https://www.njdotlocalaidrc.com/federally-funded-programs/transportation-alternatives>

Please consult your Local Aid District Office and your corresponding Metropolitan Planning Organization for assistance in preparing applications for this program. Contact information is included.

The Division of Local Aid offers a TA Set-Aside Design Assistance Program, which provides consultant engineering services to assist Local Public Agencies (LPAs) with the development of plans, specifications, and estimates for their TA Set-Aside projects. Recipients of the 2025 TA Set-Aside grant solicitation will be eligible to participate in the program. Consultant costs for this program are paid by NJDOT and are not part of the grant amount if your LPA chooses to participate.

Please take advantage of this opportunity to improve safety for New Jersey's communities. Good luck with your application.

Sincerely,



Francis K. O'Connor
Commissioner

Enclosure

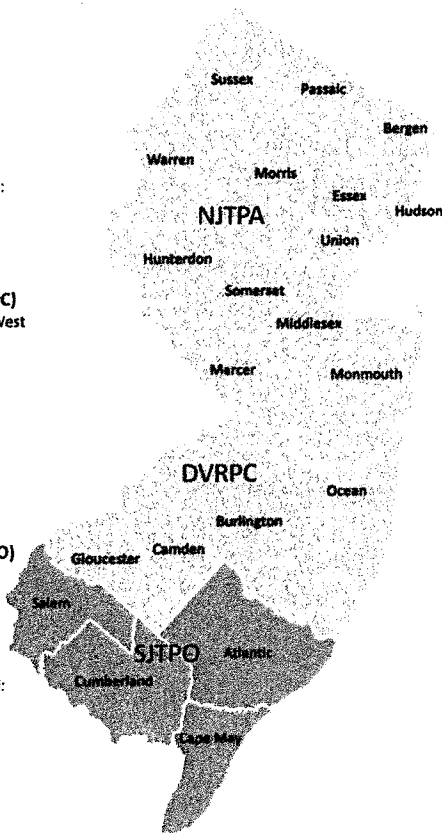
cc: Municipal/County Clerk
Municipal/County Engineer

New Jersey's Metropolitan Planning Organizations (MPOs)

North Jersey Transportation Planning Authority (NJTPA)
 One Newark Center
 17th Floor
 Newark, NJ 07012
 Phone: (973) 639-8400
 Fax: (973) 639-1953
 Contact: Sascha Frimpong Email: Sfrimpong@njtpa.org

Delaware Valley Regional Planning Commission (DVRPC)
 190 North Independence Mall West
 8th Floor
 Philadelphia, PA 19106
 Phone: (215) 592-1800
 Fax: (215) 592-9125
 Contact: John Coscia Jr. Email: jcosciajr@dvrpc.org

South Jersey Transportation Planning Organization (SJTPO)
 817 East Landis Avenue,
 2nd Floor
 Vineland, NJ 08360
 Phone: (856) 794-1941
 Fax: (856) 794-2549
 Contact: Jacob Cummings Email: jcummings@sjtpo.org



New Jersey Department of Transportation Local Aid and Economic Development

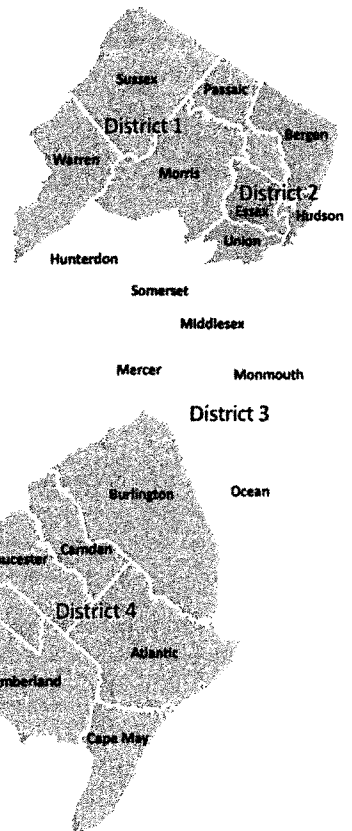
Main Office
 1035 Parkway Avenue, PO Box 600
 Trenton, NJ 08625-0600
 Phone: 609.963.2021
 Fax: 609.530.8044
 Manager: Kyle Skala

District 1, Mount Arlington
 Roxbury Corporate Center
 200 Sterli Court
 Mount Arlington, NJ 07856
 Phone: 973.810.9120
 Fax: 973.601.6709
 Manager: Adam Iervolino

District 2, Newark
 153 Halsey Street, 5th floor
 Newark, NJ 07102
 Phone: 862.350.5730
 Fax: 973.648.4547
 Manager: Ebony Johnson

District 3, Trenton
 1035 Parkway Avenue PO Box 600
 Trenton, NJ 08625-0600
 Phone: 609.963.2020
 Fax: 609.530.8044
 Manager: Komila Pandit

District 4, Cherry Hill
 One Executive Campus
 Route 70 West, 3rd Floor
 Cherry Hill, NJ 08002
 Phone: 856.414.8414
 Fax: 856.486.6771
 Manager: Thomas Berryman



Environmental Commission End-of-Year Report 2024

Mission Statement

1. To protect, preserve, and enhance the natural environment within our jurisdiction.
 2. To promote sustainable practices and responsible resource management for the benefit of present and future generations.
 3. To advocate for environmental justice, ensuring equitable access to clean air, water, and a healthy environment for all communities.
-

Goals

Short-Term Goals (Next 18 months) Approved by the Environmental Commission (EC) on November 15, 2023.

Actions to Meet Goals:

1. **Environmental Education and Outreach:**
 - **PFAS Awareness:** Mary Tulloss researched and authored an article on PFAS, which was published in the May issue of the Borough Bulletin.
 - **Community Solar Investigation:** Efforts to explore renewable energy options like Clean Choice Energy. No significant action taken yet.
 - **Waste Management Advocacy:** Michael Merritt conducted research on recyclables, disseminating accurate information via Facebook and email reminders. Official Recycle Coordinator Dan Specht has agreed to act in name only, without active involvement.
-

Environmental Commission and Green Team Actions for 2024

1. **Collaborations:**
 - Engage with schools, community groups, and businesses to promote environmental literacy.
 - Participate in educational programs for Arbor Day, Earth Day, the Fourth of July, and the school garden.
2. **Public Participation:**
 - Enhance communication through the EC Facebook page and Borough Bulletin by sharing updates on state and local environmental regulations, including inland flooding and traffic safety laws.
3. **Municipal Resource Inventory:**

- Plans to submit tree inventories for woodland and street sections to the Planning Board in 2025

4. **Municipal Trees:**

- Coordinate volunteers for maintaining trail, invasive species control, and public education. Develop a new five-year Community Forest Management Plan is needed by 2026.
-

Program Highlights

Community Engagement

- **Dessert and Discussion Series:** Topics included bats, herbs, trees, charcoal, seed libraries, and garden watering. Transitioned to workshops on unfinished projects from August to October. 2024 will conclude this initiative.
- **Fourth of July Picnic:** Hosted an information table.

Digital Outreach

- **Facebook Page:** Friends of Roosevelt Environmental Commission actively updated.
- **YouTube Channel:** “Roosevelt Boro Green Team” at www.youtube.com/@rooseveltborogreenteam.

Community Forest Management Plan

Goals:

- **Wildfire Risk Reduction:** Monitoring illegal dumping behind residences.
- **Invasive Species Control:** Volunteer hours dedicated to plant removal.
- **Forest Sustainability:** Trail maintenance and Arbor Day activities.
- **Public Awareness:** Articles, flyers, and Facebook updates.

Environmental Events

- **Arbor/Earth Day:** Distributed tree saplings, planted at Pocket Park, and organized a stream cleanup.
- **Partnership with The Watershed Institute:** Stream monitoring, winter road salt impact studies, and water testing.

Roosevelt Seed Library

- Programs include a “Take One, Leave One” initiative and winter sowing workshops.
- Seed Library Box scheduled for painting and installation in 2025.

Trail and Park Work

- Trail maintenance included constructing over 100 feet of puncheons, installing new trailhead signs, and clearing debris.
 - New additions: a small stage, blackboard, seven birdhouses, and a Free Library Box.
 - Total volunteer hours: 279 (as of December 17, 2024).
-

Collaborations

- **Partnerships:** NJDEP, Millstone EC, local churches, and Assunpink Roundtable. Activities included trail maintenance and recycling education.
 - **Amphitheatre Project:** Three EC members participated in planning, with grant funding secured and state and town approval pending.
 - **Education:** Attended workshops on environmental commission operations, stormwater management, and community forestry requirements.
-

Storm Drain Adoption Program

- Of 67 storm drains, 34 have been adopted. A follow-up program is needed to ensure maintenance and encourage adoption of the remaining drains.
-

Communications and Media

Green Team Email List:

- 2022: 10 members
- 2023: 31 members
- 2024: 3 new additions (38 emails sent).

YouTube Metrics:

- **Subscribers:** 10
- **Most-Watched Videos:**
 - Charcoal Making (81 views)
 - Roosevelt's Trees (112 views).

Borough Bulletin Articles:

- **Steve Taylor:** Topics included Purple Loosestrife, Japanese Stiltgrass, and Wood Anemone.
- **Mary Tullos:** PFAS Education (May issue).

- **Ellen Silverman:** Environmental news (August issue).
-

Budget Use

- **Advertising:** \$27.16
- **Postage:** \$82.96
- **Seminars:** \$45.00 (Watershed Conference)
- **Dues and Subscriptions:** \$425.00 (ANJEC, NJ Shade Tree Commission)
- **Miscellaneous Expenses:** \$3,044.63 (primarily for trail maintenance).

Total: \$3,624.75

This report reflects the Environmental Commission's extensive activities and dedication to sustainable practices and community engagement throughout 2024.

Summary and Future Outlook

The Environmental Commission's **End of Year Report for 2024** highlights the significant accomplishments achieved through dedicated volunteer efforts. However, the volume and scope of activities underscore the increasing demands on the Commission in the coming year. As such, the expectation is that the level of effort required in 2025 will match or exceed that of 2024.

Membership Challenges

The Environmental Commission began 2024 with a full roster of nine members. Three members retired during the year—two in January and one in August—and no replacements have been appointed by the mayor. Furthermore, with the mayor's decision not to renew Ellen Silverman's term in December, the Commission now stands at just five members.

This reduction in membership poses a serious challenge. The remaining members are concerned about the potential for dysfunction during a period when the Commission's work is more vital than ever.

Goals for 2025

Despite these challenges, the Environmental Commission remains committed to its mission and has outlined the following goals for 2025:

- 1. Development of a New Community Forest Management Plan**
 - A key priority is crafting a comprehensive five-year plan to ensure sustainable forestry practices and compliance with state requirements.
- 2. Renewing Sustainable Jersey Certification**
 - The Commission will work to meet the necessary benchmarks to maintain this important certification, showcasing the borough's commitment to sustainability.
- 3. Woodland Trail Maintenance**
 - Continued upkeep of the Woodland Trail, including invasive plant removal, trail improvements, and fostering public engagement.
- 4. Advising the Borough Council**
 - Ongoing collaboration with the Borough Council to provide guidance on environmental matters, including stormwater management, municipal tree oversight, and sustainable development.

Conclusion

The Environmental Commission remains a cornerstone of the borough's efforts to protect and enhance its natural resources. However, the reduced membership presents a critical issue that must be addressed promptly to ensure the Commission can effectively meet its goals in 2025 and beyond. The strength and resilience of the Commission will be vital to navigating the challenges ahead.



NEWS RELEASE



FOR IMMEDIATE RELEASE
January 2, 2025

www.MonmouthCountyClerk.com

PRESS CONTACT: Rochelle Miller
PHONE: 732-431-7324, ext. 8735
EMAIL: Rochelle.Miller@co.monmouth.nj.us

Clerk Hanlon Advises Monmouth County Voters of New Date for the Primary Election

The Primary Election in New Jersey is now June 10, 2025

FREEHOLD, NJ – Monmouth County Clerk Christine Giordano Hanlon is advising voters that the 2025 Primary Election has been rescheduled to June 10, 2025.

New Jersey's Primary Election was originally scheduled on Tuesday, June 3, 2025, which coincided with the Jewish holiday of Shavuot, prompting state lawmakers to propose legislation to move the date. The change officially took effect on Tuesday, Dec. 31, when Gov. Phil Murphy signed [A-5152/S-3965](#) into law.

“With this being a gubernatorial election year, the Primary Election will be particularly important to many voters. I encourage and support any measure that helps all eligible voters participate in our election process, and that’s what this legislation sets out to do,” said Clerk Hanlon.

In addition to in-person voting on Primary Election Day, voters will again have the option of early voting by mail or during the in-person, Early Voting period. The legislation calls for the Secretary of State to adjust the election timeline for dates leading up to the new

Primary Election date, but that the candidate nominating petition deadline, drawing for ballot position and mail-in ballot mailing deadline will remain unchanged. The updated election timeline will be published once available on the County Clerk's courtesy elections website, MonmouthCountyVotes.com and free mobile app, Monmouth County Votes.

For questions about the 2025 Primary Election, call the County Clerk's Election Division at 732-431-7790, email ClerkofElections@co.monmouth.nj.us or visit the office at 300 Halls Mill Road in Freehold. Office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday.

About the Monmouth County Clerk

The Office of the Monmouth County Clerk is comprised of five divisions handling property recordings, elections, archives, passports and records management. The County Clerk's Office also provides resident, veteran and Gold Star Family identification cards to eligible county residents, administers oaths to notaries and public officials and performs wedding ceremonies. The Monmouth County Clerk is a constitutional and administrative officer elected to a five-year term by the voters of Monmouth County. Christine Giordano Hanlon, Esq. was elected Monmouth County Clerk in November 2015 and was re-elected to a second term in November 2020.

#

Michael B. Hamilton
82 Pine Drive
Roosevelt, NJ 08555

January 6, 2025

Roosevelt Borough Clerk, Mayor, Council, and Community:

This is to formally notify you that after much consideration over time, I have decided to resign as **Councilman** effective January 6, 2025. I also resigned my elected position as **Democratic Committeeman** effective December 31, 2024.

I am honored and proud to have served this community, which I love. I want to thank the people of Roosevelt for entrusting me with immense responsibilities and opportunities. During the past 30 years, I have held many public service positions, including Mayor, Councilman, and President of the Roosevelt Board of Education. I have also devoted much time and effort to the Environmental Commission, Planning Board, and other nonprofit organizations such as the Solar Village Board.

I am very proud of our community and what we have accomplished by successfully working together. As I reflect on past projects, too numerous to list, I am particularly proud of those that reflect our desire to preserve the historical integrity of Roosevelt for future generations. While Mayor, I worked with The Fund for Roosevelt and many others to protect and preserve the farmland that was in the original plan for our community. That design is an integral part of our unique status of being the only town, in its entirety, that is on both the *New Jersey Register of Historic Places* and the *National Register of Historic Places*. Also, when we wanted to add the kindergarten wing to the school, we worked with the State Historic Preservation Office (SHPO) to finalize a plan that aligned with Alfred Kastner and Louis Kahn's original design. Now, after obtaining a grant to cover approximately half the project and receiving significant donations from the Fund for Roosevelt and others, we are again negotiating with the New Jersey HPO (formerly SHPO) and the public on a restoration design for the FDR Amphitheater.

While I find community work to be incredibly rewarding, withdrawing from my formal elected positions will give me the time and flexibility needed to focus on things that I enjoy and that are important to me at this point in my life, especially my three grandchildren—two in California and one in New Jersey. I will continue to help the community through volunteer positions, including my work on the Solar Village Board and The Roosevelt Arts Project. My door will always be open, metaphorically if not physically, to others.

Sincerely,

Mike Hamilton

*BOROUGH OF ROOSEVELT
COUNTY OF MONMOUTH*

**ORDINANCE NO.: 2025-01
INTRODUCED DATE: 01-06-2025
ADOPTED DATE:**

**CALENDAR YEAR 2025 ORDINANCE TO EXCEED THE MUNICIPAL
BUDGET APPROPRIATION LIMITS AND TO ESTABLISH
A CAP BANK (NJSA. 40A:4-45.14)**

WHEREAS, the Local Government Cap Law, N.J.S. 40A:4-45. 1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget to 2.50% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

WHEREAS, N.J.S.A. 40A:4-45. 15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Governing Body of the Borough of Roosevelt in the County of Monmouth finds it advisable and necessary to increase its CY 2025 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

WHEREAS, the Governing Body of the Borough of Roosevelt hereby determines that a 1.0% increase in the budget for said year, amounting to \$8,196.79 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

WHEREAS, the Governing Body of the Borough of Roosevelt hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Governing Body of the Borough of Roosevelt, in the County of Monmouth, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2025 budget year, the final appropriations of the Borough of Roosevelt shall, in accordance with this ordinance and N.J.S.A. 40A:4-45.14, be increased by 3.5%, amounting to \$28,688.77, and that the CY 2025 municipal budget for the Borough of Roosevelt be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon; be filed with said Director within 5 days after such adoption.

Kathleen Hart, Borough Clerk

Peggy Malkin, Mayor

RESOLUTION NO. 25-01
MEETING DATE: 01-06-2025

RESOLUTION SELECTING A PRESIDENT OF THE COUNCIL FOR THE YEAR 2025

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

WHEREAS, N.J.S.A. 40A:60-3 requires the Borough Council at the annual meeting to select from its members a President of the Council who shall preside at all meetings when the Mayor does not preside and to perform all the duties of the Mayor during any period in which the Mayor is absent from the Borough for three (3) days or more, or is unable to perform the duties of the office; and

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Roosevelt, in the County of Monmouth, State of New Jersey as follows:

1. _____ is hereby selected as President of the Council for the year 2025 and until the next annual meeting pursuant to the requirements of N.J.S.A. 40A:60-3.
2. The Borough Clerk is directed to forward a certified copy of this resolution to the Council President and Mayor.

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 January 6, 2025.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 25-02
MEETING DATE: 01-06-2025

RESOLUTION ESTABLISHING COUNCIL COMMITTEES FOR THE YEAR 2025

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

WHEREAS, N.J.S.A. 40A:60-3(e) authorizes the Borough Council at its annual meeting to establish committees of the Council for the ensuing year; and

WHEREAS, it is the desire of the Borough Council to establish committees in order to facilitate the work of the Council; and

WHEREAS, the Mayor has proposed the assignment of committee chairs for the year 2025.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Roosevelt, in the County of Monmouth, State of New Jersey as follows:

1. The following Borough Council Committees are hereby established for the year 2025:

COMMITTEE	COMMITTEE CHAIR		
Administration			
Community Development/Code Enforcement			
Environmental Health & Safety			
Finance			
Public Works			
Utilities			

2. Special committees shall be established as deemed necessary by the Mayor or a majority of the members of the Borough Council.
3. The Committee Chair shall report at each meeting of the Borough Council on the committee's principal activities and recommendations.
4. Committees shall not act in any manner or make decisions which set precedent or are at variance with existing policy.

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 January 6, 2025.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 25-03
MEETING DATE: 01-06-2025

**RESOLUTION OF THE BOROUGH COUNCIL APPOINTING THE PLANNING
BOARD CLASS III MEMBER FOR THE YEAR 2025**

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

WHEREAS, N.J.S.A. 40:55D-23, requires the municipal governing body to appoint a governing body member as the Class III Member of the Planning Board; and

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Roosevelt, in the County of Monmouth, State of New Jersey as follows:

1. Pursuant to the requirements N.J.S.A. 40:55D-23, _____ is hereby appointed to the Planning Board as the Class III member for a term of one (1) year expiring December 31, 2025.
2. The Borough Clerk is directed to forward a certified copy of this resolution to the appointee and the Planning Board.

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 January 6, 2025.

Kathleen Hart
Borough Clerk

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

**RESOLUTION NO. 25-04
MEETING DATE: 01-06-2025**

RESOLUTION ADOPTING “ROBERT’S RULES OF ORDER”

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

BE IT RESOLVED that the Governing Body of the Borough of Roosevelt hereby adopt “Robert’s Rules of Order” as parliamentary procedures for conducting business at its meetings.

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 January 6, 2025.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 25-05
MEETING DATE: 01-06-2025

**ESTABLISHING THE 2025 ANNUAL SCHEDULE OF PUBLIC MEETINGS FOR THE
ROOSEVELT BOROUGH COUNCIL**

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

WHEREAS, the Borough Council of the Borough of Roosevelt, in the County of Monmouth, State of New Jersey regular Council meetings will be held on the following dates during the year 2025:

January 21 (Tuesday)	February 3
February 18 (Tuesday)	March 3
March 17	April 7
April 21	May 5
May 19	June 16
July 7	July 21
August 4	September 2 (Tuesday)
September 15	October 6
October 20	November 17
December 1	December 16 (Tuesday); and

WHEREAS, the Reorganization and first meeting of the year 2026 shall be held on Monday, January 5, 2026; and

All meetings will be held in the Municipal Building, Roosevelt, NJ at 7:00 P.M. Formal action will be taken at all meetings.

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 January 6, 2025.

Kathleen Hart
Borough Clerk

BOROUGH OF ROOSEVELT
COUNTY OF MONMOUTH
STATE OF NEW JERSEY

RESOLUTION NO. 25-06
MEETING DATE: 01-06-2025

RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS

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

BE IT RESOLVED, by the Mayor and Council of the Borough of Roosevelt that Asbury Park Press and The Times (Trenton Times) are hereby designated as the official newspapers for the Borough of Roosevelt for the year 2025.

BE IT FURTHER RESOLVED, that said newspapers are designated to receive any and all meeting notices of the Borough and official documents for publication as required by law.

BE IT FURTHER RESOLVED, that the bulletin boards at the Municipal Building and the Post Office are hereby designated for posting of all official notices.

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 January 6, 2025.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 25-07
MEETING DATE: 01-06-2025

**CONSENT TO APPOINTMENTS FOR 2025 -
BOROUGH OFFICIALS**

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

BE IT RESOLVED that the following appointments are hereby made by the Mayor and confirmed by the Council of the Borough of Roosevelt:

	<u>Joint Insurance Fund Commissioner</u>	
Fred Septak	1 yr.	December 31, 2025
	<u>Safety Coordinator</u>	
Fred Septak	1 yr.	December 31, 2025
	<u>Right to Know Coordinator</u>	
Fred Septak	1 yr.	December 31, 2025
	<u>Tax Search Officer</u>	
Salvatore Cannizzaro	1 yr.	December 31, 2025
	<u>Assessment Search Officer</u>	
Kathleen Hart	1 yr.	December 31, 2025
	<u>Records Officer</u>	
Ana Devebec	1 yr.	December 31, 2025
	<u>Clean Communities Coordinator</u>	
Maria Dellasala	1 yr.	December 31, 2025
	<u>Emergency Management Coordinator</u>	
Claire Burkhart	3 yr.	December 31, 2026
	<u>Deputy Emergency Management Coordinator</u>	
Peggy Malkin	1 yr.	December 31, 2025
	<u>Zoning Officer</u>	
Jeremy Kuipers	1 yr.	December 31, 2025
	<u>Code Enforcement Officer</u>	
Ed Szbanz	1 yr.	December 31, 2025
	<u>Housing Inspector</u>	
Jeremy Kuipers	1 yr.	December 31, 2025

School Crossing Guards

Adrienne Cheshier	1 yr.	December 31, 2025
Alissa Schembry	1 yr.	December 31, 2025
Ramatoulaye Cisse	1 yr.	December 31, 2025

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 January 6, 2025.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 25-08
MEETING DATE: 01-06-2025

**AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL
LEGAL SERVICES TO GREGORY J. CANNON, ESQ.**

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

WHEREAS, there exists the need for professional legal services for 2025 pertaining to general municipal, water and sewer, redevelopment, personnel and litigation/union matters; and

WHEREAS, the Borough Council wishes to appoint Gregory J. Cannon of the firm Cannon & McGuinn, LLC as Borough Attorney effective January 1, 2025; and

WHEREAS, the cost for the proposed services shall not exceed \$2,750.00 a month without further approval by the Borough Council with exception to adversarial matters billed at an hourly rate of \$165.00; and

WHEREAS, funds for this purpose will be made available in the 2025 budget; and

WHEREAS, the Governing Body issued a Request for Qualifications/Proposals with a response date of December 12, 2024 and received one (1) response for professional legal services; and

WHEREAS, the Governing Body reviewed the proposal and Gregory J. Cannon of the firm Cannon & McGuinn, LLC meets all the qualifications; and

WHEREAS, the anticipated term of this contract is for one (1) year, and it may only be renewed upon further action of the Borough Council; and

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED, by the Borough Council of the Borough of Roosevelt, in the County of Monmouth and State of New Jersey, as follows:

1. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Roosevelt and Gregory J. Cannon of the firm Cannon & McGuinn, LLC regarding the above-referenced professional legal services, as set forth herein.
2. That this contract is awarded pursuant to Fair and Open Process.

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 January 6, 2025.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 25-09
MEETING DATE: 01-06-2025

**AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL
ENGINEERING SERVICES TO CARMELA ROBERTS, P.E., OF ROBERTS
ENGINEERING GROUP, LLC**

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

WHEREAS, there exists the need for professional engineering services for 2025; and

WHEREAS, the Borough Council wishes to appoint Carmela Roberts, P.E. of the firm Roberts Engineering Group, LLC as Borough Engineer effective January 1, 2025; and

WHEREAS, the cost for the proposed services shall not exceed \$60,000.00 without further approval by the Borough Council; and

WHEREAS, funds for this purpose will be made available in the 2025 budget; and

WHEREAS, the Governing Body issued a Request for Qualifications/Proposals with a response date of December 12, 2024 and received one (1) response for engineer; and

WHEREAS, the Governing Body reviewed the proposal and Carmela Roberts, P.E. of the firm Roberts Engineering Group, LLC meets all the qualifications; and

WHEREAS, the anticipated term of this contract is for one (1) year, and it may only be renewed upon further action of the Borough Council; and

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED, by the Borough Council of the Borough of Roosevelt, in the County of Monmouth and State of New Jersey, as follows:

1. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Roosevelt and Carmela Roberts, P.E. of the firm Roberts Engineering Group, LLC regarding the above-referenced professional engineering services, as set forth herein.
2. That this contract is awarded pursuant to Fair and Open Process.

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 January 6, 2025.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 25-10
MEETING DATE: 01-06-2025

**AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL AUDITING
SERVICES TO GERARD STANKIEWICZ, CPA, RMA FOR THE CALENDAR YEAR 2025**

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

WHEREAS, there exists the need for professional auditing services for 2025; and

WHEREAS, the Borough Council wishes to appoint Gerard Stankiewicz, CPA, RMA of Samuel Klein and Company as Borough Auditor effective January 1, 2025; and

WHEREAS, the cost for the proposed services shall not exceed \$25,000.00 without further approval by the Borough Council; and

WHEREAS, funds for this purpose will be made available in the 2025 budget; and

WHEREAS, the Governing Body issued a Request for Qualifications/Proposals with a response date of December 12, 2024 and received one (1) response for auditor; and

WHEREAS, the Governing Body reviewed the proposal and Gerard Stankiewicz, CPA, RMA of the firm Samuel Klein and Company meets all the qualifications; and

WHEREAS, the anticipated term of this contract is for one (1) year, and it may only be renewed upon further action of the Borough Council; and

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED by the Borough Council of the Borough of Roosevelt, in the County of Monmouth, State of New Jersey as follows:

1. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Roosevelt and Gerard Stankiewicz, CPA, RMA of the firm Samuel Klein and Company regarding the above-referenced professional auditing services, as set forth herein.
2. That this contract is awarded pursuant to Fair and Open Process.

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 January 6, 2025.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 25-11
MEETING DATE: 01-06-2025

AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL BOND COUNSEL SERVICES TO MEGHAN BENNETT OF THE FIRM DILWORTH PAXSON LLP FOR THE CALENDAR YEAR 2025

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

WHEREAS, there exists the need for professional Bond Counsel services in connection with the financing of capital improvements for 2025; and

WHEREAS, the Borough Council wishes to appoint Meghan Bennett of the firm Dilworth Paxson LLP as Borough Bond Counsel effective January 1, 2025; and

WHEREAS, the cost for the proposed services shall not exceed \$25,000.00 without further approval by the Borough Council; and

WHEREAS, funds for this purpose will be made available in the 2025 budget; and

WHEREAS, the Governing Body issued a Request for Qualifications/Proposals with a response date of December 12, 2024 and received one (1) responses for bond counsel; and

WHEREAS, the Governing Body reviewed the proposal and Meghan Bennett of the firm Dilworth Paxson, LLP meets all the qualifications; and

WHEREAS, the anticipated term of this contract is for one (1) year, and it may only be renewed upon further action of the Borough Council; and

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED, by the Borough Council of the Borough of Roosevelt, in the County of Monmouth and State of New Jersey, as follows:

1. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Roosevelt and Meghan Bennett of the firm Dilworth Paxson, LLP regarding the above-referenced professional bond counsel services, as set forth herein.
2. That this contract is being awarded pursuant to Fair and Open Process.

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 January 6, 2025.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 25-12
MEETING DATE: 01-06-2025

**AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL PLANNING
CONSULTANT SERVICES TO T. ANDREW THOMAS, P.P. OF THOMAS PLANNING
ASSOCIATES, LLC FOR THE CALENDAR YEAR 2025**

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

WHEREAS, there exists the need for professional Planning services for 2025; and

WHEREAS, the Borough Council wishes to appoint T. Andrew Thomas, P.P of the firm Thomas Planning Associates, LLC as Borough Planner effective January 1, 2025; and

WHEREAS, the cost for the proposed services shall not exceed \$5,000.00 without further approval by the Borough Council; and

WHEREAS, funds for this purpose will be made available in the 2025 budget; and

WHEREAS, the Governing Body issued a Request for Qualifications/Proposals with a response date of December 12, 2024 and received one (1) response for planner; and

WHEREAS, the Governing Body reviewed the proposal and T. Andrew Thomas, P.P of the firm Thomas Planning Associates, LLC meets all the qualifications; and

WHEREAS, the anticipated term of this contract is for one (1) year, and it may only be renewed upon further action of the Borough Council; and

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED, by the Borough Council of the Borough of Roosevelt, in the County of Monmouth and State of New Jersey, as follows:

1. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Roosevelt and T. Andrew Thomas, P.P of the firm Thomas Planning Associates, LLC regarding the above-referenced professional planning services, as set forth herein.
2. That this contract is being awarded pursuant to Fair and Open Process.

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 January 6, 2025.

Kathleen Hart
Borough Clerk

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

**RESOLUTION NO. 25-13
MEETING DATE: 01-06-2025**

RESOLUTION ADOPTING CASH MANAGEMENT PLAN

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

WHEREAS, it is the desire of the Borough of Roosevelt to establish and maintain a uniform and documented cash management plan regarding the use and investment of its cash assets and;

WHEREAS, the Chief Financial Officer has developed an initial plan for the management of cash.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Roosevelt, County of Monmouth, State of New Jersey hereby adopts said cash management plan and that said plan be implemented immediately.

BE IT FURTHER RESOLVED, that the Borough Clerk forward certified copies of this resolution together with a copy of the plan the Chief Financial Officer and Purchasing Agent.

ROLL CALL:

AYES:

NAYS:

ABSTAIN:

ABSENT:

CERTIFICATION

I HEREBY CERTIFY the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 6, 2025.

Kathleen Hart, Borough Clerk

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

CASH MANAGEMENT PLAN

I. STATEMENT OF PURPOSE

This Cash Management Plan (the “Plan”) is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits (“Deposits”) and investments (“Permitted Investments”) of certain public funds of Borough of Roosevelt, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to ensure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to ensure that any Deposit or Permitted Investment matures within the time period that approximates the perspective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN

The Plan intended to cover the deposit and/or investment of the accounts of Borough of Roosevelt:

ALL FUNDS

III. DESIGNATION OF OFFICIALS OF BOROUGH OF ROOSEVELT AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN AND AUTHORIZED SIGNERS FOR THE ACCOUNTS

The Chief Financial Officer of Borough of Roosevelt (the Designated Official) is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such official of Borough of Roosevelt is directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgement kept on file with such officials.

The followings signers are authorized to sign checks for the Year 2025:

1. Borough of Roosevelt Animal Control Account

to be signed by any three (3) of the following officers: Mayor, Council President, Council Finance Committee Members, Borough Clerk, Treasurer or Chief Financial Officer

2. Borough of Roosevelt Capital Account

to be signed by any three (3) of the following officers: Mayor, Council President, Council Finance Committee Members, Borough Clerk, Treasurer or Chief Financial Officer.

3. Borough of Roosevelt Trust Account

to be signed by any three (3) of the following officers: Mayor, Council President, Council Finance Committee Members, Borough Clerk, Treasurer or Chief Financial Officer.

4. Borough of Roosevelt Water/Sewer Operating Fund

to be signed by any three (3) of the following officers: Mayor, Council President, Council Finance Committee Members, Borough Clerk, Treasurer or Chief Financial Officer.

5. Borough of Roosevelt Water/Sewer Capital Fund

to be signed by any three (3) of the following officers: Mayor, Council President, Council Finance Committee Members, Borough Clerk, Treasurer or Chief Financial Officer.

6. Borough of Roosevelt Current Account

to be signed by any three (3) of the following officers: Mayor, Council President, Council Finance Committee Members, Borough Clerk, Treasurer or Chief Financial Officer.

7. Borough of Roosevelt Payroll Account

to be signed by any three (3) of the following officers: Mayor, Council President, Council Finance Committee Members, Borough Clerk, Treasurer or Chief Financial Officer.

8. Borough of Roosevelt Disbursement Account

to be signed by any three (3) of the following officers: Mayor, Council President, Council Finance Committee Members, Borough Clerk, Treasurer or Chief Financial Officer.

IV. DESIGNATION OF DEPOSITORIES

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

Provident Bank

All such depositories shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official referred to in Section III above.

V. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL

The following firms and/or dealers and other institutions are hereby designated as firms with whom the Designated Official of Borough of Roosevelt referred to in this Plan may deal for purposes of buying and selling securities identified in this Plan as Permitted Investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Official referred to in Section III above.

NONE

VI. AUTHORIZED INVESTMENTS

A. Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

- 1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
- 2) Government money market mutual funds;
- 3) Any obligations that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or external factor;

- 4) Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within the school district is located;
- 5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investments of the Department of the Treasury for Investments by Local Units;
- 6) Local government investment pools;
- 7) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281(c.52:18A-90.4); or
- 8) Agreements for the repurchase of fully collateralized securities if:
 - a) the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;
 - b) the custody of collateral is transferred to a third party;
 - c) the maturity of the agreement is not more than 30 days;
 - d) the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970,c.236(C.17:9-41); and
 - e) A master repurchase agreement providing for the custody and security of collateral is executed.

For purposes of the above language, the terms “government money market mutual fund” and “local government investment pool” shall have the following definitions:

Government Money Market Mutual Fund. An investment company or investment trust:

- a) which is registered with the Securities and Exchange Commission under the “Investment Company Act of 1940”, 15 U.S.C. sec.80a-1 et seq., and operated in accordance with 17 C.F.R. sec.270.2a-7.
- b) The portfolio of which is limited to US Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec.270.2a-7 and repurchase agreements that are collateralized by such US Government securities; and
- c) Which has:
 - (i) attained the higher ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
 - (ii) Retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the “Investment Advisors Act of 1940,” 15 U.S.C. sec.80b-1 et seq., with experience investing in US Government securities for at least the most recent past 60 months and with assets under management in excess of \$500 million.

Local Government Investment Pool. An Investment pool:

- (a) which is managed in accordance with 17 C.F.R. sec.270.2a-7;
- (b) which is rated in the highest category by a nationally recognized statistical rating organization;
- (c) which is limited to US Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec 270.2a-7 and repurchase agreements that are collateralized by such US Government securities;
- (d) which is in compliance with rules adopted pursuant to the “Administrative Procedure Act”, P.L. 1968,c.410(c.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;
- (e) which does not permit investments in instruments that are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have value that approximates their par value; or utilize an index that does not support a stable net asset value; and

(f) which purchases and redeems investments directly from the issuer, government money market mutual fund, of the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9(C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in US Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such US Government securities.

B. Notwithstanding the above authorization, the moneys on hand in the following funds and accounts shall be further limited as to maturities, specific investments or otherwise as follows:

NO INVESTMENT TO EXCEED ONE (1) YEAR

VII. SAFEKEEPING CUSTODY PAYMENT & ACKNOWLEDGEMENT OF RECEIPT OF PLAN

To the extent that any Deposit of Permitted Investment involves a document or security which is not physically held by Borough of Roosevelt, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of Borough of Roosevelt to assure that there is no unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to insure that such Permitted Investment are either received by Borough of Roosevelt or by a third party custodian prior to or upon the release of Borough of Roosevelt's funds.

To assure that all parties with whom Borough of Roosevelt deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official.

VIII. REPORTING REQUIREMENTS

On the first day of each month during which this Plan is in effect, the Designated Official referred to in Section III hereof shall supply to the Governing Body of Borough of Roosevelt a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of Borough of Roosevelt as a Deposit or a Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or Permitted investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- F. The fees incurred to undertake such Deposits or Permitted Investments.
- G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the Governing Body of Borough of Roosevelt.

IX. Best Practices for Wire Transfers and ACH Payments

1. **Review contracts with financial institutions** – Your entity’s legal counsel must immediately review all agreements and be certain that the “presumptive liability” is placed on financial institutions that process wire transfers and ACH payments.
2. **Confirm receipt of Best Practices** – Verify that your Chief Financial Officer has reviewed each of these practices and provides specific “no exception guidelines” as to wire transfer and ACH payment policy and procedures.
3. **Include Best Practices in Annual Cash Management Plan** – Require that your Chief Financial Officer includes the entire Best Practices for Wire Transfer, ACH Payments, and Check Issuance protocol as part of the Annual Cash Management Plan pursuant to N.J.S.A. 40A:5-14, which is required to be adopted annually by the governing body.
4. **Establish specific wire transfer and ACH payment requirements** – Wire transfers payments are completed the same day while ACH payments take 1-2 business days for the transaction to be completed.

Banking institutions have indicated that ACH payments are more secure than wire transfers. The following requirements must be part of your wire transfer and ACH payments policy:

- a. Identify at least two authorized individuals in the covered entity who are authorized to execute and confirm wire transfers and ACH payments respectively. The Official with financial administrative rights that is tasked with this process is required to have an appropriate level of responsibility. This official will set up the wire transfer or the ACH payment and the other official, also with an appropriate level of responsibility will authorize the release of the wire or ACH payment directly with the bank utilizing a separate platform other than the electronic platform utilized to initiate the wire, i.e., Telephone call or Phone Text, not an email on the same network.
- b. Free form wire transfers and ACH payments must be blocked in the banking system. Only wire transfers where an approved wire or ACH template is authorized are allowed. Wire and ACH Template authorizations should go through the same approval process as noted in a. above, wherein the Finance office initiates and the Administrative office confirms. Also, any changes to a template must be authorized using this same process. A wire transfer or ACH payment requires at least two forms of verification from the vendor bank before a transfer can be authorized. The verification should include: (i) Multi-factor authentication for each authorized user; (ii) user verbal authorization and verbal confirmation using phone contact information on file, not the phone number in an email; and (iii) a limited email exchange to confirm the wire transfer. The additional factor(s) can be a text with a code sent to an authorized user’s smartphone, a hard token, or biometrics. The email exchange shall never contain specific information relating to the actual contents of the transfer.
- c. For all wire/ACH transfer of funds, the following information is required:
 - i. Must create a template for all transactions.
 - ii. Name of person spoken to, including the recipient vendor title and telephone number.
 - iii. Name of the two individuals from the covered entity that verbally and in writing confirmed the authorization of the transfer, and the receiving bank information, including routing number, account number and dollar amount.
 - iv. Confirming telephone call to vendor/receiving entity verifying transfer authorization, receiving bank information including routing number, account number and dollar amount.
 - v. Memorialization of the transfer and confirmation of completion of the transaction.

- vi. Exception to the above is when a recurring transaction with an established template is transacted, steps iii-v will not have to be completed.
- d. Memorialization of each transfer/payment must be filed with the Chief Financial Officer/JIF treasurer and made available for audit.
- e. A detailed description of all wire transfers and ACH payments must be filed with the Chief Administrative Officer and the Clerk.
- f. Verbally confirm, within 24 hours, with receiving vendor/entity that the funds were credited to their account.
- g. Entities are required to establish a policy restricting the frequency of wire transfers to infrequent or emergent matters, and real estate transactions, rather than for routine payments to vendors. The frequency of fraudulent transactions for wire transfers is far greater than for checks. Templates must be set up for wire transfers and ACH payments.
- h. Entities are required to placing a dollar limit on wire transfers and ACH payments that is reasonable to your size entity but recognize when setting that limit that your coverage is limited to the maximum coverage of the crime policy and your entity will be responsible for any losses between the coverage limits and the wire limit you set.
- i. Establish on-line banking alerts for all wires & ACHs changes to a template. The online banking policy must include a requirement that the wire/ACH is not released until the recipient of the alert approves it.
- j. Covered entities are required to restrict all permissions on international wires. Authorized users are required to set up the restrictions on the banking institution's on-line system.
- k. Each Chief Financial Officer must utilize blocks and alerts in their banking system to ensure that any transactions not specifically authorized will be flagged by the banking system, and the Chief Financial Officer must authorize each flagged transaction. **The use of a Payee Positive Pay system for all checks and ACH transactions is required.** Additionally, daily review of overnight transactions and balances to identify any unusual transactions or events is strongly recommended.
- l. Notify the bank and Chief Financial Officer/Treasurer/Responsible individual immediately if suspicious activity is detected.

X. TERM OF PLAN

This Plan shall be in effect from January 1, 2025 to December 31, 2025. Attached to this Plan is a resolution of the Governing Body of Borough of Roosevelt approving this Plan for such period of time. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Council, the Designated Official is directed to supply copies of the amendment to all parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

RESOLUTION NO. 25-14
MEETING DATE: 01-06-2025

**RESOLUTION APPOINTING A PUBLIC AGENCY
COMPLIANCE OFFICER**

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

WHEREAS, it is necessary that the Borough appoint a Public Agency Compliance Officer; and

WHEREAS, among the duties to be performed by the Public Agency Compliance Officer is the monitoring of Affirmative Action requirements submitted by vendors contract with the municipality, which duties have been performed by the Purchasing Agent, Ana Devebec, to serve a term commencing January 1, 2025 and expiring December 31, 2025.

NOW, THEREFORE, BE IT RESOLVED by the Borough of Roosevelt that Ana Devebec, Treasurer/Purchasing Agent, Roosevelt Borough, P.O. Box 128, Roosevelt Borough, NJ 08555, is hereby appointed the Public Agency Compliance Officer for the Borough of Roosevelt.

BE IT FURTHER RESOLVED that a copy of this Resolution, certified by the Municipal Clerk to be a true copy, be forward to the Department of Treasury, Division of Purchase and Property, Contract Compliance & Audit Unit, EEO Monitor Program, P.O. Box 236, Trenton, NJ 08625-0230 and the appointee.

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 January 6, 2025.

Kathleen Hart
Borough Clerk

**RESOLUTION NO. 25-15
MEETING DATE: 01-06-2025**

**DESIGNATING NORTHFIELD BANK AS DEPOSITORY FOR
THE ROOSEVELT MUNICIPAL COURT**

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

WHEREAS, the Mayor and Council of the Borough of Roosevelt have designated Millstone Township Municipal Court as the Court facility to be used by the Borough of Roosevelt.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Roosevelt that Northfield Bank is designated as a depository of this Court and that the Current Account be opened and maintained in the name of the Borough of Roosevelt Municipal Court.

BE IT FURTHER RESOLVED, that the Honorable Judge and Sonia Fernandez, Court Administrator, are hereby authorized on behalf of this Court to sign and endorse checks from said account.

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 January 6, 2025.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 25-16
MEETING DATE: 01-06-2025

**DESIGNATING PROVIDENT BANK AS DEPOSITORY FOR THE BOROUGH OF
ROOSEVELT**

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

BE IT RESOLVED, by the Mayor and Council of the Borough of Roosevelt that
Provident Bank is hereby designated as a depository of this Borough during the year 2025.

BE IT FURTHER RESOLVED that the following accounts are to be maintained
Provident Bank:

1. Current Fund
2. Trust Fund
3. General Capital Fund
4. Water/Sewer Operating Fund
5. Water/Sewer Capital Fund
6. Animal Control Fund
7. Disbursement Account
8. Payroll Account

BE IT FURTHER RESOLVED, that the Provident Bank is authorized to make payments
from the funds of this Borough upon acceptance of written documents signed by three (3) of its
following officers: Mayor, Council President, Council Finance Committee Members, Borough
Clerk, Treasurer or Chief Financial Officer.

ROLL CALL:

AYES:

NAYS:

ABSTAIN:

ABSENT:

CERTIFICATION

I HEREBY CERTIFY the foregoing to be a true copy of a resolution adopted by the
Borough Council at a meeting held on January 6, 2025.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 25-17
MEETING DATE: 01-06-2025

**AUTHORIZING THE ROOSEVELT TAX COLLECTOR TO CANCEL PROPERTY TAX
REFUNDS AND DELINQUENCIES OF LESS THAN \$5.00 PURSUANT TO N.J.S.A. 40A:17.1**

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

WHEREAS, the Roosevelt Finance Department has recommended that the authorization be afforded to the Borough of Roosevelt Tax Collector to cancel any property tax refunds and delinquencies of less than \$5.00 pursuant to the authority granted by the New Jersey Local Fiscal Affairs law, N.J.S.A. 40A:5-17.1, inasmuch as processing of notices of such tax refunds or delinquencies is not cost effective when compared to the amount of funds in question; and

WHEREAS, the Mayor and Council of the Borough of Roosevelt have reviewed said recommendations and find the same to be in the best interest of the Borough of Roosevelt, and further find that such practice is not unreasonable.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Roosevelt, in the County of Monmouth and State of New Jersey, that the Borough of Roosevelt Tax Collector be and is hereby authorized, pursuant to N.J.S.A. 40A:5-17.1, to cancel any property tax refund or delinquency that is less than \$5.00.

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 January 6, 2025.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 25-18
MEETING DATE: 01-06-2025

**ESTABLISHING THE RATE OF INTEREST TO BE CHARGED ON
DELINQUENT TAXES AND OTHER MUNICIPAL CHARGES**

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

WHEREAS, the Mayor and Council of the Borough of Roosevelt are empowered pursuant to N.J.S.A. 54:4-67, to fix the rate on interest to be charged for nonpayment of taxes and other municipal charges; and

WHEREAS, the Mayor and Council of the Borough of Roosevelt find that assessment of interest against delinquent municipal taxes and other charges will encourage prompt payment of same by property owners, resulting in more efficient collection of revenues by the Borough of Roosevelt; and

WHEREAS, the Mayor and Council of the Borough of Roosevelt find that it is in the best interest of the citizens of the Borough of Roosevelt to assess such interest.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Roosevelt, in the County of Monmouth and State of New Jersey, that the Tax Collector is hereby authorized to charge the maximum legal rate of interest allowed pursuant to N.J.S.A. 54:4-67 for delinquencies as defined therein, as may be amended and supplemented from time to time, which rates are presently as follows:

Eight percent (8%) interest on delinquencies up to one thousand five-hundred dollars (\$1,500.00);

Eighteen percent (18%) interest on delinquencies equal to or greater than one thousand five-hundred dollars and one cent (\$1,500.01)

provided that no interest shall be charged on payment if any installment is made ten (10) calendar days following the date upon when installment becomes payable.

BE IT FURTHER RESOLVED, that when any delinquency as defined in N.J.S.A. 54:4-67, is in excess of ten thousand dollars (\$10,000.00), the Borough of Roosevelt Tax Collector is hereby authorized to impose the penalty thereon at a minimum legal rate of interest allowed pursuant to N.J.S.A. 54:4, as may be amended and supplemented from time to time, which penalty is presently six percent (6%).

BE IT FURTHER RESOLVED, that the Borough of Roosevelt Water/Sewer Collector is hereby authorized to charge the maximum rate of interest allowed by law for the water/sewer delinquencies, as may be amended and supplemented from time to time, which rate are presently as follows:

Eight percent (8%) interest on delinquencies up to one thousand five-hundred dollars (\$1,500.00);

Eighteen percent (18%) interest on delinquencies equal to or greater than one thousand five-hundred dollars and one cent (\$1,500.01)

provided that no interest be charged if payments of any installments were made within ten (10) calendar days following the date upon when payable.

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 January 6, 2025.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 25-19
MEETING DATE: 01-06-2025

**AUTHORIZING A SHARED SERVICES AGREEMENT WITH MILLSTONE TOWNSHIP FOR
THE UTILIZATION OF MILLSTONE TOWNSHIP MUNICIPAL COURT
AND RELATED PERSONNEL SERVICES**

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

WHEREAS, N.J.S.A. 2B:12-1(c) and N.J.S.A. 40A:65-1 authorizes a contract between municipalities for the performance and provision of services related to the operation of a Municipal Court and related services.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Roosevelt as follows:

1. The Mayor and Council of the Borough of Roosevelt thereby authorize a contract for the performance and provision of facilities and services related to the operation of a Municipal Court with the Township of Millstone.
2. The contract provides for the designation of the Millstone Township Municipal Court as the Municipal Court for the Borough of Roosevelt and the utilization of the facilities of the Township of Millstone and services of the officers and employees of the Municipal Court of the Township of Millstone, including but not limited to the Court Administrator, the Municipal Prosecutor and the Municipal Public Defender, and for the establishment and maintenance of any and all accounts and records required by law at the Municipal Court of the Township of Millstone.
3. The compensation paid to the Township of Millstone for the use of its facilities and provisions of the services authorized by this resolution and the contract necessary to implement this resolution shall not exceed \$6,000.00 for the period of January 1, 2025 to December 31, 2025.

BE IT FURTHER RESOLVED, that the Mayor and Borough Clerk are hereby authorized to execute a Contract for the provision of the above services, a copy of which contract shall be maintained in the Borough Clerk's Office.

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 January 6, 2025.

Kathleen Hart
Borough Clerk

**RESOLUTION NO. 25-20
MEETING DATE: 01-06-2025**

APPOINTMENTS OF MUNICIPAL COURT OFFICERS AND EMPLOYEES

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

WHEREAS, the Mayor and Council of the Borough of Roosevelt have voted to use the services of Millstone Township Municipal Court for the year 2025.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Roosevelt that Sonia Fernandez be appointed the Court Administrator.

BE IT FURTHER RESOLVED that Denise Yuhas, C.M.C.A. be appointed to the Violations Clerk.

BE IT FURTHER RESOLVED that Julia Burton, C.M.C.A. be appointed to assist the Court Administrator for emergency coverage only.

BE IT FURTHER RESOLVED that Raymond Raya, Esq. be appointed as Public Defender.

BE IT FURTHER RESOLVED that Susan L. Solda DeSimone, Esq. be appointed as Prosecutor.

BE IT FURTHER RESOLVED that the Borough Clerk is hereby authorized to forward a true copy of this Resolution to Millstone Township Municipal Court.

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 January 6, 2025.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 25-21
MEETING DATE: 01-06-2025

**AUTHORIZING A SHARED SERVICES AGREEMENT
WITH THE TOWNSHIP OF MILLSTONE FOR REPAIR, MAINTENANCE
AND SNOW REMOVAL ON NURKO ROAD FOR THE YEAR 2025**

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

WHEREAS, the Township of Millstone (Millstone) and the Borough of Roosevelt (Roosevelt) (hereinafter collectively referred to as the “Parties”) wish to encourage inter-municipal cooperation and planning with regard to their common interest in the repair and maintenance and snow removal of the street known as Nurko Road; and

WHEREAS, the “Uniform Shared Services and Consolidation Act”, N.J.S.A. 40A:65-1, et seq. authorizes a municipality to contract with any public or private entity for the provision of any service which the municipality itself could provide directly; and

WHEREAS, the Parties have each duly authorized their proper officials to enter into and execute this Agreement.

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

1. That the Borough of Roosevelt is hereby authorized to enter into a Shared Services Agreement with the Township of Millstone, pursuant to the “Uniform Shared Services and Consolidation Act”, N.J.S.A. 40A:65-1, et seq., to provide services referenced above.
2. That the Mayor is authorized to execute and the Municipal Clerk to attest to the Agreement.
3. That the Agreement shall not become effective until such time as the governing bodies of both municipalities have duly authorized their appropriate Municipal Officials to execute and attest the attached Agreement, and the Agreement has been duly executed and attested.
4. That a certified copy of this resolution shall be provided to the Millstone Township Clerk.

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 January 6, 2025.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 25-22
MEETING DATE: 01-06-2025

**AUTHORIZING A SHARED SERVICES AGREEMENT WITH THE TOWNSHIP OF
MILLSTONE FOR CERTIFIED MUNICIPAL RECYCLING COORDINATOR AND
RECYCLING REPORTING SERVICES**

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

WHEREAS, N.J.S.A. 40A:65-4, as part of the Uniform Shared Services and Consolidation Act, authorizes local units to enter into an Agreement to provide or receive any service that each local unit participating in the Agreement is empowered to provide or receive within its own jurisdiction; and

WHEREAS, the Township of Millstone and Borough of Roosevelt wish to enter into an Agreement for Certified Municipal Recycling Coordinator and Recycling Reporting Services to Roosevelt at a cost not to exceed \$200.00 annually.

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

1. That the Borough is hereby authorized to enter into the Shared Services Agreement with the Township of Millstone, pursuant to the "Uniform Shared Services and Consolidation Act", N.J.S.A. 40A:65-1, et seq., to provide the services referenced above.
2. That the Mayor is authorized to execute and the Municipal Clerk to attest to the Agreement.
3. That a certified copy of this resolution shall be provided to the Borough Purchasing Agent, Borough CFO, and Millstone Township.

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 January 6, 2025.

Kathleen Hart
Borough Clerk

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

**RESOLUTION NO. 25-23
MEETING DATE: 01-06-2025**

ACKNOWLEDGING DEPUTY REGISTRAR OF VITAL STATISTICS

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

BE IT RESOLVED, by the Mayor and Council of the Borough of Roosevelt that the appointment by the Local Registrar of April Claudio as Deputy Registrar of Vital Statistics pursuant to N.J.S.A 26:8-17 is hereby acknowledged.

NOW THEREFORE BE IT RESOLVED by the Roosevelt Borough Council that this resolution shall be forwarded to the State Registrar of Vital Statistics, P.O. Box 370, Trenton, New Jersey 08625-0370 and to the appointee.

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 January 6, 2025.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 25-24
MEETING DATE: 01-06-2025

**APPOINTING COUNCILMEMBERS TO SERVE AS REPRESENTATIVES TO THE VARIOUS
BOARDS AND COMMITTEES OF THE BOROUGH**

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

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

1. That **Councilmember** _____ shall serve as representative to the Roosevelt Senior Organization.
2. That **Councilmember** _____ shall serve as representative to the Roosevelt Environmental Commission.
3. That **Councilmember** _____ shall serve as representative to the Roosevelt Board of Education.

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 January 6, 2025.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 25-25
MEETING DATE: 01-06-2025

**APPOINTMENT OF A REPRESENTATIVE AND ALTERNATE REPRESENTATIVE
TO THE MONMOUTH COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT
(CDBG)**

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

BE IT RESOLVED, by the Mayor and Council of the Borough of Roosevelt that
_____ is hereby appointed as the Monmouth County Community Development
Block Grant (CDBG) Representative for the term of one year commencing January 1, 2025
and terminating December 31, 2025; and

BE IT FURTHER RESOLVED, that _____ is hereby appointed as
the Monmouth County Community Development Block Grant (CDBG) Alternate
Representative for the term of one year commencing January 1, 2025 and terminating
December 31, 2025.

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 January 6, 2025.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 25-26
MEETING DATE: 01-06-2025

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN
CONTRACT FOR PROFESSIONAL INFORMATION TECHNOLOGY SERVICES
TO CROSS OVER NETWORKS, LLC, 34 ALMOND DRIVE, TOMS RIVER, NJ 08753**

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”) has a need to retain the professional services of an information technology company as a non-fair and open contract pursuant to the provisions of N.J.S.A. 40A:11-1, *et seq.*; and

WHEREAS, the Borough has determined that the value of the services is unlikely to exceed, but may exceed the bid threshold of \$17,500.00; and

WHEREAS, Cross Over Networks, LLC, 34 Almond Drive, Toms River, NJ 08753, shall complete and submit a Business Entity Disclosure Certification which certifies that Cross Over Networks, 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 Cross Over Networks, LLC from making any reportable contributions through the term of the contract.

NOW THEREFORE, BE IT RESOLVED, that the Governing Body of the Borough of Roosevelt authorizes the Borough to enter into a contract Cross Over Networks, LLC as follows:

1. Cross Over Networks, LLC, 34 Almond Drive, Toms River, NJ 08753 is hereby appointed to provide professional information technology services to the Borough, and awards the contract which is annexed hereto as Exhibit A and made a part hereof (the “Contract”), in accordance with N.J.S.A. 40A:11-1, *et seq.*
2. The Mayor or other appropriate official of the Borough, on behalf of the Borough, is hereby authorized and directed to execute the Contract.
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 a notice in accordance with this resolution and the Local Public Contracts Law shall be published one time in Asbury Park Press.
5. 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.

6. 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 January 6, 2025.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 25-27
MEETING DATE: 01-06-2025

DESIGNATING A BOROUGH HISTORIAN FOR THE BOROUGH OF ROOSEVELT

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

BE IT RESOLVED by the Roosevelt Borough Council that **Michael Ticktin** shall serve as the Borough Historian.

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 January 6, 2025.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 25-28
MEETING DATE: 01-06-2025

RESOLUTION PROVIDING FOR 2025 TEMPORARY BUDGET APPROPRIATIONS

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

WHEREAS, in the normal operation of business of the Borough of Roosevelt, it will be necessary for making contracts, commitments and payments prior to the adoption of the regular budget for the Borough of Roosevelt; and

WHEREAS revised Statute 40A:4-19 of the State of New Jersey provides that the Governing Body of any municipality may make temporary appropriations to provide for any contract, commitments or payments to be made between the beginning of the budget year; and

WHEREAS, the date of this resolution is within the thirty (30) days of the month of January 2025; and

WHEREAS, the total amount of appropriations hereunder of \$609,212.00 do not exceed twenty-six and one quarter percent (26.25%) of the total budget appropriations of the Borough of Roosevelt for 2024, exclusive of any 2024 appropriations made for debt and capital improvements.

NOW, THEREFORE, BE IT RESOLVED, that the following temporary budget for the Borough of Roosevelt for the year 2025 be adopted, and a certified copy of this resolution be forwarded to the Borough Chief Financial Officer and Treasurer for their records.

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 January 6, 2025.

Kathleen Hart
Borough Clerk

**BOROUGH OF ROOSEVELT
2025 TEMPORARY BUDGET
CURRENT FUND**

GENERAL GOVERNMENT FUNCTIONS

General Administration:	
Salaries and Wages	24,000.00
Data Processing	9,000.00
Other Expenses	5,000.00
Mayor and Council:	
Other Expenses	700.00
Municipal Clerk:	
Salaries and Wages	14,000.00
Other Expenses	3,000.00
Financial Administration:	
Salaries and Wages	11,300.00
Other Expenses	2,000.00
Audit Services:	
Other Expenses	
Revenue Administration (Collection of Taxes):	
Salaries and Wages	8,000.00
Other Expenses	2,600.00
Tax Assessment Administration (Assessment of Taxes):	
Salaries and Wages	2,700.00
Other Expenses	1,000.00
Legal Services and Costs:	
Other Expenses	15,000.00
Engineering Services and Costs:	
Other Expenses	9,300.00

LAND USE ADMINISTRATION

Planning Board:	
Salaries and Wages	1,300.00
Other Expenses	5,000.00
Zoning Officer:	
Salaries and Wages	2,600.00
Other Expenses	200.00

INSURANCE

Purchase of Insurance:	
Unemployment Compensation Insurance	900.00
Liability	8,000.00
Worker Compensation	9,000.00
Employee Group Plans	5,000.00

**BOROUGH OF ROOSEVELT
2025 TEMPORARY BUDGET
CURRENT FUND**

PUBLIC SAFETY FUNCTIONS

Office of Emergency Management:	
Other Expenses	300.00
School Crossing Guards:	
Salaries and Wages	4,000.00
Municipal Court	
Other Expenses	2,000.00
Public Defender (P.L. 1997, C. 256):	
Other Expenses	

PUBLIC WORKS FUNCTIONS

Streets and Road Maintenance	
(Road Repairs and Maintenance):	
Salaries and Wages	16,000.00
Other Expenses	18,000.00
Solid Waste Collection	
(Recycling):	
Other Expenses	14,000.00
Public Buildings and Grounds:	
Other Expenses	20,000.00
Vehicle Maintenance:	
Other Expenses	500.00

HEALTH AND HUMAN SERVICES FUNCTIONS

Public Health Services	
Other Expenses	2,500.00
Environmental Commission:	
Salaries and Wages	700.00
Other Expenses	1,000.00
Animal Control:	
Other Expenses	550.00

PARK AND RECREATION FUNCTIONS

Recreation Services and Programs:	
Salaries and Wages	3,000.00
Other Expenses	3,000.00

OTHER COMMON OPERATING
FUNCTIONS

Celebration of Public Events:	
Other Expenses	1,000.00

CODE ENFORCEMENT

Salaries and Wages	900.00
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HOUSING INSPECTION

Salaries and Wages	800.00
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UTILITY EXPENSE AND BULK PURCHASES

Electricity	2,000.00
Street Lighting	3,500.00
Telephone	1,500.00
Gas (Natural and Propane)	3,500.00
Gasoline	1,400.00

**BOROUGH OF ROOSEVELT
2025 TEMPORARY BUDGET
CURRENT FUND**

LANDFILL/SOLID WASTE DISPOSAL

COSTS

Landfill Tipping Fees:	
Other Expenses	16,000.00
Liability Insurance	

STATUTORY EXPENDITURES

Contribution to:	
Social Security System (O.A.S.I.)	9,300.00
Public Employees' Retirement System	21,989.00
Defined Contribution Retirement Program	1,100.00
 Total General Current Appropriation within "CAPS"	 288,139.00

General Current Appropriation - Excluded from "CAPS"

Recycling Tax	600.00
Liability Insurance	400.00

SHARED SERVICES

Hightstown Shared Services Trash Collection	22,000.00
Police Dispatch/911 - Monmouth County	8,073.00
Millstone Fire Protection Services	37,000.00
Animal Control Manalapan	3,000.00

PUBLIC AND PRIVATE PROGRAMS OFFSET BY REVENUES

Recycling Tonnage Grant	
Clean Communities Grant	
Municipal Alcohol Education and Rehabilitation Fund	
 Capital Improvement Fund	 12,000.00
 Municipal Debt Service	
Payment of Bond Principal	
Payment of Bond Anticipation Notes	
Interest on Bonds	525.00
Interest on Notes	
 Temporary Budget Excluded from "CAPS"	 83,598.00
 TOTAL 2025 MUNICIPAL TEMPORARY BUDGET	 371,737.00
Less Capital Improvement & Debt Service	(12,525.00)
	359,212.00

**BOROUGH OF ROOSEVELT
2025 TEMPORARY BUDGET
CURRENT FUND**

WATER SEWER UTILITY FUND

OPERATING

Other Expenses	250,000.00
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CAPITAL IMPROVEMENT FUND

Capital Outlay	20,000.00
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Capital Improvements	25,000.00
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DEBT SERVICE

Payment of Bond Principal

Payment of Bond Interest

NJEIT Loan Interest	10,000.00
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NJEIT Loan Principal	22,000.00
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TOTAL WATER SEWER UTILITY FUND	327,000.00
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Less Capital Improvements & Debt Service	(77,000.00)
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Total 2025 Water Sewer Utility Fund Temporary Budget	250,000.00
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GRAND TOTAL

609,212.00

RESOLUTION NO. 25-29
MEETING DATE: 01-06-2025

**RESOLUTION AWARDING CONTRACT FOR PERIODIC MAINTENANCE AND REPAIR OF
THE BOROUGH'S EMERGENCY STANDBY GENERATORS**

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

WHEREAS, the Borough of Roosevelt, County of Monmouth, State of New Jersey (the "Borough") has a need to retain the services of a qualified contractor for the periodic maintenance and repair of the Borough's four (4) standby emergency generators located at Borough Hall, the Lake Drive lift station, the wastewater treatment plant, and the water treatment plant; and

WHEREAS, the Borough of Roosevelt wishes to utilize, under State Contract No. T2848, Modern Power Systems to perform periodic maintenance consisting of 2 visits each including a tune-up and a check-up along with 4 oil tests and 1 fuel test of the Borough's four (4) standby emergency generators located at Borough Hall, the Lake Drive lift station, the wastewater treatment plant, and the water treatment plant in the amount of \$3,700.00; and

WHEREAS, in accordance with the requirements of the Local Public Contract Law N.J.S.A. 40:11-12 et seq., and the regulations promulgated thereunder, the purchase of goods and services by local contracting units without competitive bids is authorized from vendor(s) with state contracts; and

WHEREAS, the Borough's Chief Financial Officer has certified the availability of funds in the amount of \$3,700.00.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Roosevelt that the Borough hereby authorizes the Modern Power Systems, State Contract No. T2848 for a total amount of \$3,700.00.

BE IT FURTHER RESOLVED that a copy of this Resolution, certified by the Borough Clerk to be a true copy, be forwarded to the following: Modern Power Systems; Borough Treasurer; Borough CFO and Public Works.

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 January 6, 2025.

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:

Vendor	Budget Account	Total Award
Modern Group Power Systems	Buildings & Grounds-O/E	1,800.00
	Water-O/E	1,000.00
	Sewer-O/E	900.00

Scott M. Frueh

Scott M. Frueh
Chief Financial Officer

Dated: 1/6/25

BOROUGH OF ROOSEVELT
COUNTY OF MONMOUTH
STATE OF NEW JERSEY

RESOLUTION NO. 25-30
MEETING DATE: 01-06-2025

**RESOLUTION RATIFYING EMERGENCY CONTRACTS FOR THE
RENTAL AND REPAIR OF THE BOROUGH'S WASTEWATER GENERATOR**

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 and operates a wastewater collection and treatment system as defined in the Local Public Contracts Law, N.J.S.A. 40A:11-1, *et seq.*; and

WHEREAS, on December 21, 2024, the Borough Sewer Operator advised that there were error messages on the generator at the wastewater treatment plant; and

WHEREAS, on December 23, 2024, Modern Group inspected the generator and determined that its water pump was leaking coolant and needed to take the generator offline; and

WHEREAS, on December 30, 2024 Modern Group submitted a quote to repair the leaking water pump at a cost of \$1,883.78 and would need a lead time of 2-3 days to receive the parts; and

WHEREAS, the Borough Sewer Operator advised that failing to immediately repair the Borough's wastewater generator would create an emergency affecting the public health, safety and welfare of the Borough's residents; and

WHEREAS, in accordance with N.J.S.A. 40A:11-6, the Borough Sewer Operator advised the Borough's Purchasing Agent in writing of the nature and necessity of an emergency contract, which written notification is attached hereto as Exhibit A; and

WHEREAS, on or about December 27, 2024, the Borough's Purchasing Agent was able to obtain two (2) quotes for a generator rental as follows:

- | | |
|---------------------------|------------------|
| 1. Pumping Services, Inc. | \$ 5,745.22 |
| 2. United Rentals | \$16,441.81; and |

WHEREAS, under N.J.S.A. 40A:11-6, the Borough is authorized to award contracts for goods and services without public advertising for bids and bidding therefor, regardless of whether or not the contract price will exceed the bid threshold, when an emergency affecting the public health, safety or welfare requires the immediate delivery of goods or the performance of services;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Borough of Roosevelt, County of Monmouth, State of New Jersey that the Borough Purchasing Agent's emergency award of a contract in the amount of \$5,745.22 to Pumping Services, Inc. for the emergency generator rental and award a contract in the amount of \$1,883.78 to Modern Group for the repair.

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 January 6, 2025.

Kathleen Hart, Borough Clerk

**MAYOR'S APPOINTMENTS TO THE BOROUGH OF ROOSEVELT
PLANNING BOARD**

Mayor Malkin appoints the following people to serve as members on the Borough of Roosevelt Planning Board.

BE IT RESOLVED that _____ shall serve as Mayor's Alternate as a Class I member to the Borough of Roosevelt Planning Board for a one (1) year term commencing January 1, 2025 and ending December 31, 2025.

BE IT FURTHER RESOLVED that **Heidi Mendes** is hereby appointed as a Class IV member to the Borough of Roosevelt Planning Board to fulfill Tina Kaufman-Marut unexpired term ending December 31, 2027.

BE IT FURTHER RESOLVED that **Fred Septak** is hereby appointed as a Class IV to the Borough of Roosevelt Planning Board for a four (4) year term commencing January 1, 2025 and ending December 31, 2028.

BE IT FURTHER RESOLVED that **Esther Psarakis** is hereby appointed as an Alternate 1 to the Borough of Roosevelt Planning Board for a two (2) year term commencing January 1, 2025 and ending December 31, 2026.

BE IT FURTHER RESOLVED that a copy of these appointments be forwarded to the Borough of Roosevelt Planning Board and to the appointees.

I HEREBY CERTIFY the foregoing to be a true copy of the appointments made by the Mayor of the Borough of Roosevelt at its meeting of January 6, 2025.

Kathleen Hart, RMC
Borough Clerk

**MAYOR'S APPOINTMENTS TO THE BOROUGH OF ROOSEVELT
ENVIRONMENTAL COMMISSION**

Mayor Malkin appoints the following people to serve as members on the Borough of Roosevelt Environmental Commission.

BE IT RESOLVED that **Michael Ticktin** is hereby appointed as Chairperson to the Borough of Roosevelt Environmental Commission, term ending December 31, 2025.

BE IT FURTHER RESOLVED that **Dave Teich** is hereby appointed as a member to the Borough of Roosevelt Environmental Commission for a three (3) year, term commencing January 1, 2025 and ending December 31, 2027.

BE IT FURTHER RESOLVED that **Lawrence Mendes** is hereby appointed as a member to the Borough of Roosevelt Environmental Commission for a three (3) year, term commencing January 1, 2025 and ending December 31, 2027.

BE IT FURTHER RESOLVED that **Maureen Parrott** is hereby appointed as a member to the Borough of Roosevelt Environmental Commission for a three (3) year, term commencing January 1, 2025 and ending December 31, 2027.

BE IT FURTHER RESOLVED that **Kathleen Murphy** is hereby appointed as an Alternate No. 1 to the Borough of Roosevelt Environmental Commission for a two (2) year term, commencing January 1, 2025 and ending December 31, 2026.

BE IT FURTHER RESOLVED that **Arielle Debira** is hereby appointed as an Alternate No. 2 to the Borough of Roosevelt Environmental Commission for a one (1) year term, commencing January 1, 2025 and ending December 31, 2025.

BE IT FURTHER RESOLVED that a copy of these appointments be forwarded to the Borough of Roosevelt Environmental Commission and to the appointees.

I HEREBY CERTIFY the foregoing to be a true copy of the appointments made by the Mayor of the Borough of Roosevelt at its meeting of January 6, 2025.

Kathleen Hart, RMC
Borough Clerk