

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

DRAFT
COUNCIL REORGANIZATION & REGULAR MEETING AGENDA
JANUARY 3, 2023 @ 7:00 P.M.

TIME IN _____

Adequate notice of this meeting, as required by Chapter 231, P.L. 1975, has been provided by a public notice on December 30, 2022 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 12/31/25) **Michael Hamilton**
Borough Council (3 Year Term expires 12/31/25) **Constance Herrstrom**

ROLL CALL

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

MAYOR’S REPORT:

PUBLIC COMMENT: (Agenda items only)

CORRESPONDENCE:

MINUTES:

1. Closed Meeting Minutes – November 21, 2022

CONSENT AGENDA RESOLUTIONS:

- Resolution 23-01 Selecting a President of the Council for the Year 2023
Resolution 23-02 Establishing Council Committees for the Year 2023
Resolution 23-03 Appointing the Planning Board Class III Member for the Year 2023
Resolution 23-04 Adopting “Roberts Rules of Order”
Resolution 23-05 Establishing Schedule of Public Meetings
Resolution 23-06 Designating Official Newspapers for the Borough Trenton Times and
Asbury Park Press
Resolution 23-07 Consent to Appointments for 2023 – Borough Officials
Resolution 23-08 Authorizing the Award of a Contract for Professional Legal Services
Resolution 23-09 Authorizing the Award of a Contract for Professional Engineering
Services
Resolution 23-10 Authorizing the Award of a Contract for Professional Auditing Services
Resolution 23-11 Authorizing the Award of a Contract for Professional Bond Counsel
Services

Resolution 23-12	Authorizing the Award of a Contract for Professional Planning Consultant Services
Resolution 23-13	Authorizing the Award of a Non-Fair and Open Contract for Professional Website Services to City Connections, LLC, 22 Barrier Drive, Hazlet, NJ 07730
Resolution 23-14	Appointing a Public Agency Compliance Officer
Resolution 23-15	2023 Designating Ocean First Bank as Depository for the Roosevelt Municipal Court
Resolution 23-16	Designating Lakeland Bank, Hightstown Branch as Depository for the Borough of Roosevelt
Resolution 23-17	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 23-18	Establishing the Rate of Interest to be Charged on Delinquent Taxes and Other Municipal Charges
Resolution 23-19	Authorizing a Shared Services Agreement with Millstone Township for the Utilization of Millstone Municipal Court and Related Personnel Services
Resolution 23-20	Appointments of Municipal Court Officers and Employees
Resolution 23-21	Authorizing a Shared Services Agreement with the Township of Millstone for Repair, Maintenance and Snow Removal on Nurko Road for the Year 2023
Resolution 23-22	Authorizing a Shared Services Agreement with the Township of Millstone for Certified Recycling Coordinator
Resolution 23-23	Appointing Deputy Registrar of Vital Statistics
Resolution 23-24	Appointing Councilmembers to Serve as Representatives to the Various Boards and Committees of the Borough
Resolution 23-25	Appointment of a Representative and an Alternate Representative to the Monmouth County Community Development Block Grant (CDBG)
Resolution 23-26	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 23-27	Designating a Borough Historian for the Borough of Roosevelt
Resolution 23-28	Providing for 2023 Temporary Budget Appropriations
Resolution 23-29	Adopting the Municipal Emergency Operations Plan and Authorizing Continual Participation in the Monmouth County Intra-County Mutual Aid and Assistance Agreement

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

REPORTS OF BOROUGH OFFICIALS:

UNFINISHED BUSINESS:

NEW BUSINESS:

PUBLIC COMMENT (Any item)

M/Malkin opens the public comment at _____

M/Malkin closes the public comment at _____

ADJOURNMENT

TIME OUT: _____

RESOLUTION NO. 23-01
MEETING DATE: 01-03-2023

RESOLUTION SELECTING A PRESIDENT OF THE COUNCIL FOR THE YEAR 2023

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 2023 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 3, 2023.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 23-02
MEETING DATE: 01-03-2023

RESOLUTION ESTABLISHING COUNCIL COMMITTEES FOR THE YEAR 2023

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 2023.

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 2023:

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 3, 2023.

Kathleen Hart
Borough Clerk

**RESOLUTION NO. 23-03
MEETING DATE: 01-03-2023**

**RESOLUTION OF THE BOROUGH COUNCIL APPOINTING THE PLANNING
BOARD CLASS III MEMBER FOR THE YEAR 2023**

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, 2023.
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 3, 2023.

Kathleen Hart
Borough Clerk

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

**RESOLUTION NO. 23-04
MEETING DATE: 01-03-2023**

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 3, 2023.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 23-05
MEETING DATE: 01-03-2023

**ESTABLISHING THE 2023 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 2023:

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

WHEREAS, the Reorganization and first meeting of the year 2024 shall be held on Tuesday, January 2, 2024; 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 3, 2023.

Kathleen Hart
Borough Clerk

BOROUGH OF ROOSEVELT
COUNTY OF MONMOUTH
STATE OF NEW JERSEY

RESOLUTION NO. 23-06
MEETING DATE: 01-03-2023

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 2023.

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 3, 2023.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 23-07
MEETING DATE: 01-03-2023

**CONSENT TO APPOINTMENTS FOR 2023 -
BOROUGH OFFICIALS**

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

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, 2023
	<u>Safety Coordinator</u>	
Fred Septak	1 yr.	December 31, 2023
	<u>Right to Know Coordinator</u>	
Fred Septak	1 yr.	December 31, 2023
	<u>Tax Search Officer</u>	
Salvatore Cannizzaro	1 yr.	December 31, 2023
	<u>Assessment Search Officer</u>	
Kathleen Hart	1 yr.	December 31, 2023
	<u>Records Officer</u>	
Ana Devebec	1 yr.	December 31, 2023
	<u>Clean Communities Coordinator</u>	
Maria Dellasala	1 yr.	December 31, 2023
	<u>Emergency Management Coordinator</u>	
Peggy Malkin	1 yr.	December 31, 2023
	<u>Deputy Emergency Management Coordinator</u>	
_____	1 yr.	December 31, 2023
	<u>Zoning Officer</u>	
Jeremy Kuipers	1 yr.	December 31, 2023
	<u>Code Enforcement Officer</u>	
Ed Szbanz	1 yr.	December 31, 2023
	<u>Housing Inspector</u>	
Jeremy Kuipers	1 yr.	December 31, 2023

School Crossing Guards

Adrienne Cheshier
Alissa Schembry

1 yr.
1 yr.

December 31, 2023
December 31, 2023

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 3, 2023.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 23-08
MEETING DATE: 01-03-2023

**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 2023 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 Sobel Han & Cannon, LLP as Borough Attorney effective January 1, 2023; 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 \$150.00; and

WHEREAS, funds for this purpose will be made available in the 2023 budget; and

WHEREAS, the Governing Body issued a Request for Qualifications/Proposals with a response date of December 1, 2022 and received one (1) response for professional legal services; and

WHEREAS, the Governing Body reviewed the proposal and Gregory J. Cannon of the firm Sobel Han & Cannon, 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 Gregory J. Cannon of the firm Sobel Han & Cannon, LLP 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 3, 2023.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 23-09
MEETING DATE: 01-03-2023

**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 2023; 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, 2023; 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 2023 budget; and

WHEREAS, the Governing Body issued a Request for Qualifications/Proposals with a response date of December 1, 2022 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 3, 2023.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 23-10
MEETING DATE: 01-03-2023

AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL AUDITING SERVICES TO GERARD STANKIEWICZ, CPA, RMA FOR THE CALENDAR YEAR 2023

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

WHEREAS, there exists the need for professional auditing services for 2023; and

WHEREAS, the Borough Council wishes to appoint Gerard Stankiewicz, CPA, RMA of Samuel Klein and Company as Borough Auditor effective January 1, 2023; 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 2023 budget; and

WHEREAS, the Governing Body issued a Request for Qualifications/Proposals with a response date of December 1, 2022 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 3, 2023.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 23-11
MEETING DATE: 01-03-2023

AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL BOND COUNSEL SERVICES TO MEGHAN BENNETT OF THE FIRM GLUCKWALRATH LLP FOR THE CALENDAR YEAR 2023

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 2023; and

WHEREAS, the Borough Council wishes to appoint Meghan Bennett of the firm GluckWalrath, LLP as Borough Bond Counsel effective January 1, 2023; 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 2023 budget; and

WHEREAS, the Governing Body issued a Request for Qualifications/Proposals with a response date of December 1, 2022 and received one (1) responses for bond counsel; and

WHEREAS, the Governing Body reviewed the proposals and Meghan Bennett of the firm GluckWalrath, 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 GluckWalrath, 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 3, 2023.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 23-12
MEETING DATE: 01-04-2023

**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 2023**

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

WHEREAS, there exists the need for professional Planning services for 2023; 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, 2023; 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 2023 budget; and

WHEREAS, the Governing Body issued a Request for Qualifications/Proposals with a response date of December 1, 2022 and received one (1) response for planner; and

WHEREAS, the Governing Body reviewed the proposals 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 3, 2023.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 23-13
MEETING DATE: 01-03-2023

**AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR
PROFESSIONAL WEBSITE SERVICES TO CITY CONNECTIONS, LLC, 22 BARRIER
DRIVE, HAZLET, NJ 07730**

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 a website service 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 not to exceed the bid threshold of \$17,500.00; and

WHEREAS, City Connections, LLC, 22 Barrier Drive, Hazlet, NJ 07730, shall complete and submit a Business Entity Disclosure Certification which certifies that City Connections, 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 City Connections, 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 City Connections, LLC as follows:

1. City Connections, LLC, 22 Barrier Drive, Hazlet, NJ 07730 is hereby appointed to provide professional website 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 3, 2023.

Kathleen Hart
Borough Clerk



CITY CONNECTIONS, LLC

22 Barrier Drive, Hazlet, NJ 07730

Website Services Agreement

This agreement is made effective as of January 1, 2023 by and between City Connections, LLC of 22 Barrier Drive Hazlet, NJ 07730 and the Borough of Roosevelt

In this Agreement, the party who is contracting for the Web Page development, storage and maintenance shall be referred to as "Roosevelt" and the party providing the services shall be referred to as "City Connections". The affirmative action language, required by State law and attached as Exhibit A, is incorporated in this Agreement. The term, "Contractor," as referred to in such Exhibit A means City Connections.

The term of this Agreement shall begin on January 1, 2023 and end on December 31, 2023 (1 year). It may be renewed for additional one-year periods upon agreement of City Connections and Roosevelt.

City Connections has a background in developing Internet Web Pages, maintaining Web sites, and consulting on matters of Internet access and is willing to provide these services to Roosevelt based on this background.

Roosevelt desires to have these types of services provided by City Connections.

Therefore, the parties agree as follows:

1. DESCRIPTION OF SERVICES. Beginning on January 1, 2023, City Connections will provide the following services (collectively the "Services") for a total fee of \$2,910.00 (website). Note this is a discounted price based on an annual payment at the beginning of the service period. Quarterly payments 115%, monthly payments 130%:

- a.) Provide a hosting account for the web site.
- b.) E-mail accounts are **no longer** being hosted with City Connections
- c.) City Connections will maintain existing pages and develop new web pages as requested by the Borough of Roosevelt.
- d.) Web pages: City Connections will create up to one hundred twenty-five (125) Web Pages as part of this contract with Roosevelt. The basic development fee per page beyond the 135 pages included will be \$25.00 per page during the term of this agreement. Blocks of additional pages may be purchased as follows: 100 additional pages \$1,295.00, 200 additional pages \$2,100.
- e.) A "Resident/Visitor Notification System" is included in the total annual fee for web services. A total of 10,000 may sent annually. City Connections agrees

that it will not divulge, sell, share or give the mailing list or any part such registration data contents to anyone without the written consent of Roosevelt or pursuant to any State or Federal Court orders. City Connections shall provide Roosevelt with a listing of current registrants when requested and, upon termination of this Agreement with City Connections, it is agreed that City Connections will provide a final listing of current registrants at the time to Roosevelt. City Connections shall provide such listings at no additional fee to Roosevelt.

- f.) Page Changes: Web pages will be changed during the Agreement period as requested by Roosevelt. A change to a page is defined as a change that does not alter the design of the page; i.e., a graphic may be replaced with a similar sized graphic in the same location on the page, headings, titles, and text may be changed as long as the new text does not increase the length of the page more than thirty (30) per cent from its original length. Fifty (50) page changes are included in the total price. Roosevelt has the option of purchasing an additional block of 100 page changes at the discounted price of \$850.00 (normally \$1,500.00). Page changes above the 50 included will be billed at the rate of \$15.00 per page changed.
- g.) Scanning Photos or Line Art: Scanning of photos or line art up to 8 ½ “ X 14” is included in the total price. There are no separate charges for this service. Photos and graphics supplied by Roosevelt will be returned to Roosevelt after scanning if requested. Scanning of photos or line art larger than 8 ½ “ X 14” will be charged separately based on the size of the image to be scanned. The cost will be the same as our cost without mark-up to have the larger document scanned.
- h.) If City Connections hosts the web site, City Connections guarantees the Roosevelt web site availability of 99.9% on a 24-hour x 7 days/week basis. City Connections will notify Roosevelt to obtain permission if it needs to take the site down for maintenance. No web site availability guarantee is provided if Roosevelt hosts the web site.
- i.) All html, cgi, image, txt and other files are backed up for disaster recovery purposes at the time they are created and transferred to the web site. Full site backups occur weekly and are kept for four weeks. Additional full site backups are made the last calendar of the month and are kept for six months. Daily backups are kept on site. All other backups are kept off site.
- j.) City Connections will provide Stats Web Site traffic statistics to Roosevelt.

2. CONTENT. Roosevelt is wholly responsible for the accuracy of the content and graphics it provides to City Connections and warrants said content and graphics are either the property/copyright of Roosevelt or it has obtained written copyright permission to place it on the municipal web site.

3. PAYMENT. All payments shall be in the form of a check made payable to City Connections, LLC and sent to 22 Barrier Drive Hazlet, NJ 07730. The agreed price should be paid within 30 days following the renewal date of this Agreement.

4. NOTICES. All notices required or permitted under this agreement shall be in writing and shall be deemed delivered when delivered in person, sent and received by e-mail to "murphy@citiesnj.com" or deposited in the United States mail, postage paid, and addressed as follows:

City Connections, LLC
22 Barrier Drive
Hazlet, NJ 07730

Borough of Roosevelt
33 North Rochdale Avenue
PO Box 128
Roosevelt, NJ 08555

Such addresses may be changed from time to time by either party by providing written notice to the other in the manner set forth above.

5. COPYRIGHT. Roosevelt retains the copyright to any material it provides to City Connections for use in its Web Pages. In addition, City Connections transfers the copyright for any graphics it creates specifically for the Roosevelt Web Site as well as page design, scripts and program code associated with the page. Roosevelt may use the name of City Connections in its marketing literature and City Connections may list Roosevelt in its marketing literature.

6. ENTIRE AGREEMENT. This Agreement and its amendments contain the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This agreement supersedes any prior written or oral agreements between the parties.

7. AMENDMENT. This Agreement may be modified or amended if the amendment is made in writing and signed by both parties.

8. SEVERABILITY. If any provision of this agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

9. WAIVER OF CONTRACTUAL RIGHT. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

10. APPLICABLE LAW. This Agreement shall be governed by the laws of the State of New Jersey

Michael J. Murphy

Print or Type Name

Print or Type Name


Managing Member

Title: **City Connections, LLC**

Title: **Borough of Roosevelt**

Date: December 14, 2022

Date:

A handwritten signature in cursive script that reads "Michael J. Murphy". The signature is written in black ink and is positioned above the printed label "Signature".

Signature

Signature

(REVISED 5/24/2016)

EXHIBIT A
MANDATORY EQUAL EMPLOYMENT
OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE
CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contact or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-

31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2, or good faith efforts to meet targeted county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job- related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions. In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative

Action Plan

Approval Certificate of

Employee Information Report

Employee Information Report

Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

***NO FIRM MAY BE ISSUED A PURCHASE ORDER OR CONTRACT WITH THE STATE UNLESS THEY COMPLY WITH THE AFFIRMATIVE ACTION REGULATIONS**

PLEASE CHECK APPROPRIATE BOX (ONE ONLY)

- I HAVE A CURRENT NEW JERSEY AFFIRMATIVE ACTION CERTIFICATE, (PLEASE ATTACH A COPY TO YOUR PROPOSAL).
- I HAVE A VALID FEDERAL AFFIRMATIVE ACTION PLAN APPROVAL LETTER, {PLEASE ATTACH A COPY TO YOUR PROPOSAL}.
- I HAVE COMPLETED THE ENCLOSED FORM AA302 AFFIRMATIVE ACTION EMPLOYEE INFORMATION REPORT.

RESOLUTION NO. 23-14
MEETING DATE: 01-03-2023

**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, 2023 and expiring December 31, 2023.

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 3, 2023.

Kathleen Hart
Borough Clerk

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

**RESOLUTION NO. 23-15
MEETING DATE: 01-03-2023**

**DESIGNATING OCEAN FIRST 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 Ocean First Bank, Freehold Branch, is hereby 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 3, 2023.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 23-16
MEETING DATE: 01-03-2023

**DESIGNATING LAKELAND BANK, HIGHTSTOWN BRANCH 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 Lakeland Bank, Hightstown Branch, is hereby designated as a depository of this Borough during the year 2023.

BE IT FURTHER RESOLVED that the following accounts are to be maintained at Lakeland 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 Lakeland Bank, Hightstown Branch 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 3, 2023.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 23-17
MEETING DATE: 01-03-2023

**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 3, 2023.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 23-18
MEETING DATE: 01-03-2023

**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 3, 2023.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 23-19
MEETING DATE: 01-03-2023

**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, 2023 to December 31, 2023.

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 3, 2023.

Kathleen Hart
Borough Clerk

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

**RESOLUTION NO. 23-20
MEETING DATE: 01-03-2023**

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 2023.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Roosevelt that Carmen O'Conner be appointed the Violation Clerk.

BE IT FURTHER RESOLVED that Denise Yuhas be appointed as Sound Reporter.

BE IT FURTHER RESOLVED that Sonia Fernandez be appointed the Court Administrator for the Borough of Roosevelt.

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 3, 2023.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 23-21
MEETING DATE: 01-03-2023

**AUTHORIZING A SHARED SERVICES AGREEMENT
WITH THE TOWNSHIP OF MILLSTONE FOR REPAIR, MAINTENANCE
AND SNOW REMOVAL ON NURKO ROAD FOR THE YEAR 2023**

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 3, 2023.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 23-22
MEETING DATE: 01-03-2023

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

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 Certified Recycling Coordinator Services; 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 agree that Millstone Township will provide Certified Recycling Coordinator Services to Roosevelt Borough at a cost not to exceed \$200.00 annually; 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 3, 2023.

Kathleen Hart
Borough Clerk

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

**RESOLUTION NO. 23-23
MEETING DATE: 01-03-2023**

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 3, 2023.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 23-24
MEETING DATE: 01-03-2023

**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 3, 2023.

Kathleen Hart
Borough Clerk

BOROUGH OF ROOSEVELT
COUNTY OF MONMOUTH
STATE OF NEW JERSEY

RESOLUTION NO. 23-25
MEETING DATE: 01-03-2023

**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 **Michael Ticktin** is hereby appointed as the Monmouth County Community Development Block Grant (CDBG) Representative for the term of one year commencing January 1, 2023 and terminating December 31, 2023; and

BE IT FURTHER RESOLVED, that **Louis Esakoff** is hereby appointed as the Monmouth County Community Development Block Grant (CDBG) Alternate Representative for the term of one year commencing January 1, 2023 and terminating December 31, 2023.

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 3, 2023.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 23-26
MEETING DATE: 01-03-2023

**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 3, 2023.

Kathleen Hart
Borough Clerk

Information Technology Service Contract

January 1st 2023 through December 31st 2023

A) Overview

The intent of this document is to detail the goals, process, timeline, and terms by which Cross Over Networks LLC will provide an information technology maintenance solution to the Borough of Roosevelt at 33 North Rochdale Avenue, P.O. Box 128 Roosevelt, NJ 08555.

Upon execution of this agreement, the terms and conditions herein will become binding and cannot be altered in any way without mutual written consent of both parties. For purposes of this document the Village of Loch Arbour will herein be referred to as the client.

B) Current Network Assumptions:

This maintenance proposal assumes that the client's network architecture is still running the network architecture that was previously implemented by Cross Over Networks and has not changed significantly from the prior year.

C) Overall Scope of IT support

Cross Over Networks LLC will support the following areas of the client's network.

- PC support
- Remote Client VPNs
- Network Routers/Firewalls
- Network Switches
- WiFi Controller
- WiFi Access Points
- Network printers
- Domain Controller and File server support
- Managed Backup services
- Network equipment configuration backups and firmware updates
- Liaison support for data service providers
- Liaison support for Office365 email
- Email Archiving

Appendix A - Outlines the current network elements being supported.

Appendix B - Outlines the Anti-Virus, Backup charges, Printer charges and email archiving

D) Work Scope Definitions and Clarification

These definitions apply to the Cross Over Networks services that the client is using.

Projects -vs- Maintenance

For this service contract a project is defined as a work effort that has a clearly defined start and end and effectively changes the status quo of the system. They are longer in duration, generally lasting more than a day. Maintenance is ongoing work efforts of short duration that maintain the status quo and health of an established system.

New project installations will be outside of the maintenance agreement and billed separately

PC, and Server Software

Where feasible Windows operating system updates and security patches will be applied on weekends. For servers that can not experience downtime, these updates will be scheduled in advance with the client. Client software will be updated based on the manufacturer's recommendations.

Cross Over Networks can not fully support software not supported by its manufacturer. Applications and operating systems that are end-of-life by the manufacturer or do not meet the manufacturer's system requirements can not be fully supported. Cross Over Networks can attempt to resolve issues that arise from outdated software however upgrading may be the only feasible resolution.

For Server software applications that require SQL or other databases, the application manufacturer is responsible for configuring the database for their application.

All PCs, Macs, Physical Servers and Virtual servers are required to have current and active AntiVirus software.

PC and Server Hardware

Servers that do not meet the minimum hardware requirement by the software manufacturer may and often do lack in the areas of performance. Depending on the software load, current trends indicate that hardware has a life expectancy of 6 years before aging out from performance issues. Cross Over Networks can not fully support any hardware not supported by its manufacturer. Cross Over Networks can not fully support any software installed on hardware that is not supported by the software's manufacturer. Cross Over Networks can attempt to resolve issues that arise from outdated hardware however upgrading may be the

only feasible resolution.

Network hardware and software

Cross Over Networks can not fully support any network hardware that is not fully supported by its manufacturer. Cross Over Networks can not fully support software running on network equipment that is not supported by its manufacturer. This applies to but is not limited to: WiFi controllers, access points, Routers, and Ethernet Switches. For some network equipment age may limit the protocols, security and supported features. Cross Over Networks can attempt to resolve issues that arise from outdated equipment but a resolution may not be feasible.

Items provided by the client:

- AC power to equipment
- All software licenses used by end users
- All software licenses used by servers
- Network and server related administrative passwords

Items not covered under the maintenance contract:

- Replacement parts for failed equipment
- Damages to the network due to construction
- Damages to the network due to power surges

Hardware Spare Parts

Cross Over networks does not sell or maintain spare parts inventory. The client is responsible for spare parts inventory. Cross Over Networks can recommend spare parts for the client to purchase directly.

Licensing

Cross Over Networks does not have reseller licensing agreements with Adobe, or Microsoft and as such has a limited ability to manage these licenses on the client's behalf. If the licenses are tied to the individual users Cross Over Networks is further limited in this manner.

Client Initiated Network Changes

Network hardware changes made by the client without the knowledge of Cross Over Networks are outside of the scope of this contract. Downtime, damages and or data loss caused by such changes are not the responsibility of Cross Over Networks. Time spent correcting such changes is billable outside of this contract.

Client Initiated Software changes and Installations

Software and configuration changes made by the client without knowledge of Cross Over Networks are outside of the scope of this contract. Downtime, damages and or data loss caused by such changes are not the responsibility of Cross Over Networks. Time spent correcting such changes is billable outside of this contract. Cross Over Networks is not responsible for data loss as a result of users accepting viruses from emails, web-based scripts, outlook scripts or any other viral-infected media. Recovering damages from such events is not part of the flat rate maintenance and will be billed separately.

Backup, Restoration & Disaster Recovery

With Cross Over Networks backs up the server and network drive both locally and with cloud replication. These backups are versioned with 30 iterations.

Network equipment such as Routers, Switches, and controllers have static configurations that do not change on a daily basis. Because of this backups are done prior to configuration changes, and after configuration changes are applied. Appendix B details the items being backed up.

Cloud Services

Cross Over Networks can manage cloud services such as Office 365 or G-Suite email on behalf of the client. Common maintenance tasks such as adds, moves, changes, password resets and license allocations are within scope of this contract.

Email client software such as Outlook must be current and support modern authentication protocols. If the email client does not meet the requirements of the cloud provider Cross Over Networks can not fully support this configuration. Cross Over Networks can attempt to configure older non-supported software however it is generally unsuccessful.

Designing advanced work flows and third party API integrations is outside of the scope of this contact. For Office 365 sharepoint applications, user permissions, minor updates are within the scope of this contract. Designing new sites is not within the scope of this contract.

Email Archiving

Cross Over Networks uses a new cloud platform that integrates closely with Office 365 called Libraesva. With this platform the client is charged based on the number of active Office 365 users. There is no limit to the size of the mailboxes. Historical archived emails are not charged extra. Archived emails from the old archiving system are imported into the new system. The new system uses Office 365 App authentication, and Journaling. This means that each individual user's passwords are not required by the system.

Remote support

Cross Over Networks performs much of its support remotely using software tools and specific network configurations.

To support the client's network Cross Over Networks will need:

- 1- Remote management software on PCs, Macs, and Servers
- 2- Remote VPN access into the LAN(s) via the supported router

Site Visit Charges

Although Cross Over Networks' primary method of support is based on remote access, we charge a site visit fee to recoup the cost of transportation. Based on the Internal Revenue Services published standard mileage rate we charge \$0.625/mile traveled for in contract site visits. Mileage is based on distance reported by Google Maps between the client's site and Cross Over Networks' offices.

Business Hours

Cross Over Networks observes standard US federal holidays, and has business hours from Monday through Friday 9am EST to 5pm EST. Service calls, emails and text messages outside of these hours requiring immediate attention are billable outside of the service contract.

Passwords and Documentation

Cross Over Networks will only release passwords and documentation to authorized client representatives. If sensitive information is requested from third party vendors, Cross Over Networks will release it directly to the client who can in turn release it to the third party vendor. Cross Over Networks is not responsible for downtime, data loss or damages resulting from third party network changes once the information is released. Time spent correcting such changes is billable outside of this contract.

Internet Service Providers

By granting Cross Over Networks technical access to the client's service provider account Cross Over Networks can assist with resolving technical issues on behalf of the client. Cross Over Networks can open and track technical issues on behalf of the client. All billing and service level agreement issues remain the sole responsibility of the client.

Printer Management

Cross Over Networks uses a cloud based printer management tool called PrinterLogic to manage all network based client printer connections. This method of printer management eliminates the need to manage a print server, and greatly reduces printer related issues. Details of this service are listed in Appendix B.

Network Architecture Design and consulting

Cross Over Networks can fill out cyber security documentation, however large scale cyber security efforts are considered projects and are not within the scope of this maintenance contract. With respect to the cyber security questionnaires, Cross Over Networks can only address questions as they relate to the support provided to the client. Questions relating to client cyber training, cyber procedures, programs, internal work flows and response plans are the responsibility of the client.

Biohazards, Communicable diseases, Covid-19

Cross Over Networks follows CDC quarantine guidelines and protocols as they relate to Biohazards, and Communicable diseases such as COVID-19. If any member of Cross Over Networks has symptoms consistent with, or has been exposed to individuals who tested positive for such ailments our work shall be limited to remote support. Onsite visits can resume after the recommended quarantine, testing, and symptom protocols have been fulfilled.

If any member of the Client's team has symptoms consistent with, or has been exposed to individuals who tested positive for such ailments our work shall be limited to remote support. Onsite visits can resume after the recommended quarantine, testing, and symptom protocols have been fulfilled.

Help Desk Ticketing

Cross Over Networks uses a ticketing system to track issues and resolutions. Tickets can be generated from supported PCs and servers, or by emailing crossover@syncroemail.com. We can also be reached by phone to report issues, however, we request that each issue have an associated ticket opened by the end-user, so that issues can be tracked and documented.

Client Remote VPN Support Requirements

For client remote VPN connections into their main business network Cross Over Networks requires the remote site to have internet access with at least 20 Mbps bandwidth in both directions. Cross Over Networks can not support a remote site if there is limited or no internet access. Some personal home end user devices may not be supported by the VPN software due to age, operating system, currently installed software, hardware configuration or viruses.

With the exception of client remote access to the client's office network environment, Cross Over Networks does not support personally-owned devices. Setting up personally owned printers on the client's work network is not supported within this contract. Setting up personally owned PCs and Macs is not supported.

E) Pricing:

IT remote Support:

Cross Over Networks charges \$118/month for unlimited remote support during office hours. To minimize cost where possible we attempt to do all support remotely.

IT Onsite Support:

Cross Over Networks charges \$109/hr/technician. In addition we charge a site visit fee based on \$0.65/mile for the distance traveled.

IT support outside of office hours:

Outside of normal business hours Cross Over Networks hourly rate is \$135/Network technician.

File, Server, and NAS Backup:

Appendix B outlines the charges for backups. Based on historical information, Cross Over Networks estimates the monthly backup charges of \$76/month.

AntiVirus:

Appendix B outlines the charges for Antivirus clients. Based on historical information, Cross Over Networks estimates the monthly Antivirus charges of \$42/month

Printer Logic:

Appendix B outlines the charges for managing the printers with Printer Logic. Based on historical information, Cross Over Networks estimates the monthly Printer Logic charges to be \$12/month.

Email Archiving

With Office 365 in place we charge \$6/Office 365 user. Unlimited storage. Currently with 24 email users the price would be \$144/month.

Out of Contract service rate:

For new project work and items not within the scope of this agreement Cross Over Networks charges a labor rate of \$135/hour per technician.

F) Execution of Agreement:

This agreement will be considered executed when the following conditions are met:

1. Cross Over Networks receives this document signed and dated by an authorized representative of both parties.
2. Cross Over Networks receives the initial month's payment as described in the terms of this agreement.

Start of Service

Cross Over Networks is required to start service for this agreement by a date no later than 30 days from the execution of this agreement. The actual start of service will be decided upon jointly between the client and Cross Over Networks. Should the client wish to delay the start of service beyond the thirty days the client must provide Cross Over Networks with this intention in writing.

Grace Period

Both the client and Cross Over Networks LLC will review this agreement for feasibility at the end of the initial 30 days of service. At this time either party can terminate this agreement without penalty or refund assessed.

Term of the Agreement

The Service Agreement will be in effect upon start of service and will be valid for one year from that date. Future contracts are on an annual basis, and renewable on mutual consent.

Transfer of Service

Cross Over Networks LLC provides these services to the client for the sole use of the client's corporate technology needs. This service cannot be sold, granted, distributed or transferred in any way to any other party or organization.

Termination of agreement

Should either party wish to terminate this agreement of service the terminating party must provide the other party with written notice of such desire thirty (30) days prior to the effective termination date. At the time of the effective termination date, the client will be responsible for the balance of that as well as any monthly charges still outstanding.



34 Almond Dr. Toms River NJ 08753
(T) 732-279-3710 (F) 732-941-6027

G) Billing:

Invoices will be provided monthly based on services rendered. Invoice summaries of work performed are provided with each invoice.

The undersigned hereby agree to the terms of the above agreement.

Authorized Borough of Roosevelt Representative

Date

Authorized Cross Over Networks LLC Representative

Date

Appendix A - Schedule of in scope network elements

PCs Supported

PC Name	Primary User	comments
ABEBEVEC-032018	Finance	
BOR-RAW10 (Hunter VM PC)	Hunter Technologies	
CLERK PC	Clerk	
FRONTOFFICEPC	Assistant Clerk	
CNET	VMware backup host	Cross Over pc required For VMWare server backup
ROOSEVELT-PC2	Payments & Billing	

Servers Supported

Server Name	Primary User	comments
Dell VM-Host	Borough users	VM host for server and Hunter PC
Boro-APP	Domain users	VM-Guest server - Borough's domain controller

Network Devices Supported

Device	comments
Meeting Room Access Point	provides WiFi for users and guests
WiFi Controller	Running on CNET PC
Sonicwall Router	Network Firewall and Router
D-LINK VLAN switch	Local Network connectivity

Data and Voice Service Provider Liaison

Service Provider Location	Internet Service Provider
Borough	1

Email Service Provider Liaison

Service Provider Location	Hosted Email Service
Office 365 Cloud	1

Appendix B - Estimate of Backup Charges, Email Archiving, AntiVirus and Printers

Backup Charges

Location	Name	Storage 3TB	1TB
Borough Hall	Domain Controller	\$76	\$10/TB over 4TB
	VM server		
	ADEBEVC PC		
	CLERKPC		
	FRONTOFFICEPC		

Based on the current usage the estimated monthly server backup charges would be \$76/month.

AntiVirus Summary

AntiVirus Users	Price/client	Total
7	6	\$42

Based on the current usage we estimate the AntiVirus monthly charge to be \$42/month.

Printers with Printer Logic

Managed Printers	Price/client	Total
1	12	\$12

Based on the current usage we estimate the Printer Logic monthly charge to be \$12/month.

Email Archiving

Office 365 users	Price/client	Total
24	6	\$144

Based on the current usage we estimate the Printer Logic monthly charge to be \$12/month.

BOROUGH OF ROOSEVELT
COUNTY OF MONMOUTH
STATE OF NEW JERSEY

RESOLUTION NO. 23-27
MEETING DATE: 01-03-2023

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 3, 2023.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 23-28
MEETING DATE: 01-03-2023

RESOLUTION PROVIDING FOR 2023 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 2023; and

WHEREAS, the total amount of appropriations hereunder of \$565,260.00 do not exceed twenty-six and one quarter percent (26.25%) of the total budget appropriations of the Borough of Roosevelt for 2022, exclusive of any 2022 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 2023 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 3, 2023.

Kathleen Hart
Borough Clerk

**BOROUGH OF ROOSEVELT
2023 TEMPORARY BUDGET
CURRENT FUND**

GENERAL GOVERNMENT FUNCTIONS

General Administration:	
Salaries and Wages	22,000.00
Data Processing	8,000.00
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	11,000.00
Other Expenses	2,000.00
Audit Services:	
Other Expenses	500.00
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	9,000.00

LAND USE ADMINISTRATION

Planning Board:	
Salaries and Wages	1,200.00
Other Expenses	5,000.00
Zoning Officer:	
Salaries and Wages	2,500.00
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
2023 TEMPORARY BUDGET
CURRENT FUND**

PUBLIC SAFETY FUNCTIONS

Office of Emergency Management:	
Other Expenses	300.00
School Crossing Guards:	
Salaries and Wages	4,000.00

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	400.00

PARK AND RECREATION FUNCTIONS

Recreation Services and Programs:	
Salaries and Wages	2,500.00
Other Expenses	3,000.00

OTHER COMMON OPERATING
FUNCTIONS

Celebration of Public Events:	
Other Expenses	500.00

CODE ENFORCEMENT

Salaries and Wages	600.00
--------------------	--------

HOUSING INSPECTION

Salaries and Wages	800.00
--------------------	--------

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
2023 TEMPORARY BUDGET
CURRENT FUND**

LANDFILL/SOLID WASTE DISPOSAL
COSTS

Landfill Tipping Fees:
Other Expenses

16,000.00

STATUTORY EXPENDITURES

Contribution to:
Social Security System (O.A.S.I.)

9,000.00

Recycling Tax

500.00

SHARED SERVICES

Hightstown Shared Services Trash Collection

20,000.00

Police Dispatch/911 - Monmouth County

7,760.00

Millstone Fire Protection Services

25,000.00

Amphitheater Improvements

50,000.00

Capital Improvement Fund

10,000.00

TOTAL CURRENT FUND

371,260.00

WATER SEWER UTILITY FUND

OPERATING

Other Expenses

160,000.00

DEBT SERVICE

NJEIT Loan Interest

8,000.00

NJEIT Loan Principal

26,000.00

TOTAL WATER SEWER UTILITY FUND

194,000.00

GRAND TOTAL

565,260.00

**RESOLUTION NO. 23-29
MEETING DATE: 01-03-2023**

**ADOPTING THE MUNICIPAL EMERGENCY OPERATIONS PLAN AND
AUTHORIZING CONTINUAL PARTICIPATION IN THE MONMOUTH COUNTY
INTRA-COUNTY MUTUAL AID AND ASSISTANCE AGREEMENT**

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

WHEREAS, Chapter 222, Public Law 1989 mandates the development and approval of Emergency Operations Plans for all municipalities, counties and the State; and

WHEREAS, an Emergency Operations Plan will allow the municipality in correlation with the Municipal Office of Emergency Management to better prepare and manage jurisdiction-wide emergencies; and

WHEREAS, the Borough of Roosevelt submitted an Emergency Operations Plan through the County Office of Emergency Management to the State Office of Emergency Management for initial review and approval that will require recertification every four (4) years on November 30, 2022; and

WHEREAS, the Mayor and Council of the Borough of Roosevelt are in receipt of an Emergency Operations Plan and a request from the Roosevelt Office of Emergency Management for formal adoption; and

WHEREAS, on September 16, 2015, the Borough of Roosevelt adopted Resolution 15-92 authorizing the Borough to Participate in Intra-County Mutual Aid and Assistance Agreements with Participating Units in the County of Monmouth.

NOW, THEREFORE, BE IT RESOLVED by the Borough of Roosevelt that the Roosevelt Borough Emergency Operations Plan be and is hereby adopted.

BE IT FURTHER RESOLVED that the Borough of Roosevelt hereby authorizes the continual participation in the Monmouth County Intra-County Mutual Aid and Assistance Agreement as referenced for the term consistent with the Municipal Emergency Operations Plan.

BE IT FURTHER RESOLVED that a true certified copy of this Resolution shall be forwarded to the Monmouth County Sheriff, Monmouth County Office of Emergency Management Coordinator, Roosevelt Borough OEM Coordinator, Millstone Township Fire Department and Roosevelt First Aid Department.

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 3, 2023.

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 **Michael Hamilton** 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, 2023 and ending December 31, 2023.

BE IT FURTHER RESOLVED that **Alison Petrilla** is hereby appointed as a Class IV member to the Borough of Roosevelt Planning Board for a four (4) year term commencing January 1, 2023 and ending December 31, 2026.

BE IT FURTHER RESOLVED that **Esther Psarakis** is hereby appointed as an Alternate No. 1 to the Borough of Roosevelt Planning Board for a two (2) year term commencing January 1, 2023 and ending December 31, 2024.

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 3, 2023.

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 and Mary Tullos** are hereby appointed as members to the Borough of Roosevelt Environmental Commission for a three (3) year, term commencing January 1, 2023 and ending December 31, 2025.

BE IT FURTHER RESOLVED that **Ellen Silverman** is hereby appointed as a member to the Borough of Roosevelt Environmental Commission to fulfill the unexpired term of Kim Felong, term ending December 31, 2024.

BE IT FURTHER RESOLVED that **Ellen Silverman** is hereby appointed as Chairperson to the Borough of Roosevelt Environmental Commission, term ending December 31, 2023.

BE IT FURTHER RESOLVED that **Dave Teich** is hereby appointed as an Alternate No. 1 to the Borough of Roosevelt Environmental Commission for a two (2) year term, commencing January 1, 2023 and ending December 31, 2024.

BE IT FURTHER RESOLVED that **Erin Schneider** is hereby appointed as an Alternate No. 2 to the Borough of Roosevelt Environmental Commission to fulfill the unexpired term of Dave Teich, ending December 31, 2023.

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 3, 2023.

Kathleen Hart, RMC
Borough Clerk