

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

**COUNCIL REGULAR MEETING AGENDA**  
**APRIL 7, 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, 2025 which was posted on the Bulletin Board Roosevelt Post Office and in the Borough Hall. The notice was transmitted to The Times and Asbury Park Press.

**ROLL CALL**

Councilmember Louis Esakoff  
Councilmember Danelle Feigenbaum  
Councilmember Constance Herrstrom  
Councilmember Kristine Kaufman-Marut  
Councilmember Claudia Luongo  
Councilmember Ralph Warnick  
Mayor Peggy Malkin

**MAYOR'S REPORT:**

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

**CORRESPONDENCE:**

1. Letter from the Roosevelt Planning Board regarding consistency with the Borough's Master Plan and Zoning Ordinances for Ordinance 2025-04 and Ordinance 2025-07
2. Letter from Fund for Roosevelt, Inc., dated March 26, 2025, regarding the FDR Memorial Amphitheater Project Contract Amendment #3 for ETM Associates, LLC.

**MINUTES:**

1. Reorganization and Regular Council Meeting Minutes – January 6, 2025
2. Regular Meeting Minutes – January 21, 2025

**RESOLUTIONS:**

Resolution 25-55      Resolution Acknowledging Receipt and Review of Planning Board Consistency Report for Ordinance 2025-04

Resolution 25-56      Resolution Acknowledging Receipt and Review of Planning Board Consistency Report for Ordinance 2025-07

**ORDINANCES:**

Second Reading and Public Hearing:

Ordinance 2025-04 AN ORDINANCE AMENDING THE ZONING ORDINANCES OF THE BOROUGH OF ROOSEVELT AT ARTICLE VI: "SUPPLEMENTARY REGULATIONS" TO STRENGTHEN THE BOROUGH'S STORMWATER MANAGEMENT REGULATIONS PER THE RECOMMENDATION OF THE BOROUGH'S PLANNING BOARD

Second Reading and Public Hearing:

Ordinance 2025-07 AN ORDINANCE AMENDING CHAPTER 20: "CANNABIS" AND CHAPTER Z: "ZONING" OF THE BOROUGH'S REVISED GENERAL ORDINANCES TO PERMIT CANNABIS CULTIVATORS WITHIN THE R-AG/400 ZONE UNDER THE BOROUGH'S LAND USE AND DEVELOPMENT REGULATIONS

**CONSENT AGENDA RESOLUTIONS:**

- Resolution 25-57 Payment of Bills for April 7, 2025
- Resolution 25-58 Resolution Authorizing Roberts Engineering Group, LLC to Survey, Design, Permit, Bid and Construction Administration/Inspection for the Road Replacement Project on Improvements to Lake Drive and Spruce Lane and Lake Drive and South Valley Road
- Resolution 25-59 Awarding Contract for Maintenance of Public Lands in the Borough to Kyle's Lawn and Landscaping
- Resolution 25-60 Resolution Authorizing 2025 Salaries for Roosevelt Borough Employees
- Resolution 25-61 Resolution Supporting the Roosevelt Environmental Commission to Apply for a 2025 Open Space Stewardship Grant Application
- Resolution 25-62 Resolution Authorizing the Award of a Non-Fair and Open Contract for Professional Landscape Architect Services to ETM Associates, LLC for Improvements to the Franklin Delano Roosevelt Memorial Amphitheater

**REPORTS OF COMMITTEE CHAIRS:**

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

**REPORTS OF BOROUGH OFFICIALS:**

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

1. Branch Pick up – May 5, 2025
2. Bulk Trash Pickup – May 5, 2025

**PUBLIC COMMENT (Any item)**

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

**CLOSED SESSION:**

Resolution 25-        Providing for a Private Executive Meeting that Excludes the Public

**ADJOURNMENT**

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

DRAFT

# BOROUGH OF ROOSEVELT

33 North Rochdale Avenue  
P.O. Box 128  
Roosevelt, NJ 08555  
Board Secretary: April Claudio

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Web: [www.rooseveltnj.us](http://www.rooseveltnj.us)  
[april@rooseveltnj.us](mailto:april@rooseveltnj.us)

March 18, 2025

Kathleen Hart  
Municipal Clerk  
[clerk@rooseveltnj.us](mailto:clerk@rooseveltnj.us)

RE: Ordinance 2025-04 and Ordinance 2025-07

Dear Ms. Hart:

On March 18, 2025 the Roosevelt Planning Board reviewed Ordinances 2025-04 and 2025-07 which amends the Borough's stormwater regulations and cannabis regulations respectively. The stormwater ordinance was previously discussed in length with Carmela Roberts, Borough Engineer, and all the Board's recommendations as well as those of Ms. Roberts were incorporated. The Board felt the cannabis ordinance will be beneficial to the Borough and the farmland. The Board was in favor of both ordinances as they are consistent with the Borough's Master Plan and Zoning ordinances.

If you have any questions please feel free to reach out to me. Thank you.

Sincerely,



April Claudio  
Board Secretary



## Fund for Roosevelt, Inc.

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

March 26, 2025

Mayor and Borough Council  
Borough of Roosevelt

*President*  
Thomas C. Curry.

RE: FDR Memorial Amphitheater Project  
Contract Amendment #3, ETM Associates, LLC

*Vice-President*  
Alan Mallach

Dear Mayor and Council Members,

*Treasurer*  
Kirk Rothfuss

On behalf of the Fund for Roosevelt, Inc. (FFR), I am writing to confirm that the Board of Trustees has approved funding for a contract amendment in the amount of \$4,995 for ETM Associates LLC. The additional design services are outlined in the ETM Associates' proposal dated March 13, 2025 (attached) and include on-site investigation with Roberts Engineering, and revisions to the construction plans and specifications for a change in project scope from reconstruction to restoration and repair of the amphitheater. They will also prepare a revised construction cost estimate.

*Secretary*  
Gail Hunton

The Fund for Roosevelt will contribute these additional funds over and above the \$88,700 already committed. With Contract Amendment 3, our investment in this community project will be \$93,695.

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

We are pleased to be able to contribute to what we all agree is an opportunity to create a significant improvement for our community. Thank you for your support.

Sincerely,

Gail L. Hunton  
Secretary, FFR Board of Trustees

Pc: Constance Herrstrom, Council Member  
Ana Debevec, Roosevelt Borough  
The Fund for Roosevelt, Inc.

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

**RESOLUTION NO. 25-55  
MEETING DATE: 04-07-2025**

**RESOLUTION ACKNOWLEDGING RECEIPT AND REVIEW OF PLANNING BOARD  
CONSISTENCY REPORT FOR ORDINANCE 2025-04**

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

WHEREAS, the Roosevelt Borough Council introduced Ordinance No. 2025-04 and referred it to the Planning Board pursuant to N.J.S.A. 40:55D-26(a); and

WHEREAS, on March 18, 2025, the Planning Board reported its findings on Ordinance 2025-04 to the Borough Council.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council acknowledges receipt and has reviewed the Planning Board report finding Ordinance 2025-04 to be consistent with the Master Plan.

BE IT FURTHER RESOLVED that a copy of this Resolution, certified by the Borough Clerk to be a true copy, be forwarded to the Planning Board Secretary.

**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 April 7, 2025.

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Kathleen Hart  
Borough Clerk

**RESOLUTION NO. 25-56  
MEETING DATE: 04-07-2025**

**RESOLUTION ACKNOWLEDGING RECEIPT AND REVIEW OF  
PLANNING BOARD CONSISTENCY REPORT FOR ORDINANCE 2025-07**

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

WHEREAS, the Roosevelt Borough Council introduced Ordinance No. 2025-07 and referred it to the Planning Board pursuant to N.J.S.A. 40:55D-26(a); and

WHEREAS, on March 18, 2025, the Planning Board reported its findings on Ordinance 2025-07 to the Borough Council.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council acknowledges receipt and has reviewed the Planning Board report finding Ordinance 2025-07 to be consistent with the Master Plan.

BE IT FURTHER RESOLVED that a copy of this Resolution, certified by the Borough Clerk to be a true copy, be forwarded to the Planning Board Secretary.

**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 April 7, 2025.

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Kathleen Hart  
Borough Clerk

**ORDINANCE 2025-04**  
**INTRODUCTION DATE: 02-03-2025**  
**PUBLIC HEARING DATE: 04-07-2025**

**AN ORDINANCE AMENDING THE ZONING ORDINANCES OF THE BOROUGH OF ROOSEVELT AT ARTICLE VI: "SUPPLEMENTARY REGULATIONS" TO STRENGTHEN THE BOROUGH'S STORMWATER MANAGEMENT REGULATIONS PER THE RECOMMENDATION OF THE BOROUGH'S PLANNING BOARD**

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**WHEREAS**, within its Zoning Ordinances at Sections 6.160-6.171, the Borough of Roosevelt (the "Borough") has adopted municipal stormwater management regulations, which are compliant with the state-wide Stormwater Management Rules, N.J.A.C. 7:8, *et seq.*, promulgated by the New Jersey Department of Environmental Protection ("NJDEP"); and

**WHEREAS**, per the recommendation of the Borough's Planning Board, the Borough now amends its local stormwater management regulations to require greater volume control for major developments, which is more restrictive than the NJDEP's state-wide Stormwater Management Rules and permitted by law;

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the Borough of Roosevelt that Section 6.164 of Article VI: "Supplementary Regulations" of the Borough Zoning Ordinances is hereby amended as follows (~~stricken text~~ indicates deletions, underlined text indicates additions):

**6.160 STORMWATER MANAGEMENT.**

\* \* \*

**6.164. Stormwater Management Requirements for Major Development.**

\* \* \*

P. Groundwater Recharge Standards.

1. This subsection contains the minimum design and performance standards for groundwater recharge as follows:
- ~~2. The design engineer shall, using the assumptions and factors for stormwater runoff and groundwater recharge calculations at Section 6.165, either:~~
  - ~~a. Demonstrate through hydrologic and hydraulic analysis that the site and its stormwater management measures maintain 100 percent of the average annual pre-construction groundwater recharge volume for the site; or~~
  - ~~b. Demonstrate through hydrologic and hydraulic analysis that the increase of stormwater runoff volume from pre-construction to post-construction for the~~

~~projected 2-year storm, as defined and determined pursuant to Section 6.165(D) hereinbelow, is infiltrated.~~

2. The design engineer shall, using the assumptions and factors for stormwater runoff and groundwater recharge calculations at Section 6.165, demonstrate through hydrologic and hydraulic analysis that the increase of stormwater runoff volume from pre-construction to post-construction for the projected 25-year storm, as defined and determined pursuant to Section 6.165(D) hereinbelow, is infiltrated.
3. This groundwater recharge requirement does not apply to projects within the “urban redevelopment area,” or to projects subject to 4 below.
4. The following types of stormwater shall not be recharged:
  - a. Stormwater from areas of high pollutant loading. High pollutant loading areas are areas in industrial and commercial developments where solvents and/or petroleum products are loaded/unloaded, stored, or applied, areas where pesticides are loaded/unloaded or stored; areas where hazardous materials are expected to be present in greater than “reportable quantities” as defined by the United States Environmental Protection Agency (EPA) at 40 CFR 302.4; areas where recharge would be inconsistent with Department approved remedial action work plan approved pursuant to the Administrative Requirements for the Remediation of Contaminated Sites rules, N.J.A.C. 7:26C or Department landfill closure plan and areas; and areas with high risks for spills of toxic materials, such as gas stations and vehicle maintenance facilities; and
  - b. Industrial stormwater exposed to “source material.” “Source material” means any material(s) or machinery, located at an industrial facility, that is directly or indirectly related to process, manufacturing or other industrial activities, which could be a source of pollutants in any industrial stormwater discharge to groundwater. Source materials include, but are not limited to, raw materials; intermediate products; final products; waste materials; by-products; industrial machinery and fuels, and lubricants, solvents, and detergents that are related to process, manufacturing, or other industrial activities that are exposed to stormwater.

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

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

**BE IT FURTHER ORDAINED** that, after adoption of this Ordinance, the Borough Clerk is hereby directed to submit a copy of the within Ordinance to the Planning Board of the County of Monmouth for its review and approval in accordance with N.J.S.A. 40:55D-97.

**BE IT FURTHER ORDAINED** that this Ordinance shall take effect upon its (1) adoption; (2) publication in accordance with the laws of the State of New Jersey; and (3) approval by the Monmouth County Planning Board pursuant to N.J.S.A. 40:55D-97.

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

ATTEST:

APPROVED

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

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

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

**ORDINANCE NO.: 2025-07  
INTRODUCTION DATE: 03-03-2025  
PUBLIC HEARING DATE: 04-07-2025**

**AN ORDINANCE AMENDING CHAPTER 20: “CANNABIS” AND CHAPTER Z:  
“ZONING” OF THE BOROUGH’S REVISED GENERAL ORDINANCES TO PERMIT  
CANNABIS CULTIVATORS WITHIN THE R-AG/400 ZONE UNDER THE  
BOROUGH’S LAND USE AND DEVELOPMENT REGULATIONS**

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**BE IT ORDAINED** by the Governing Body of the Borough of Roosevelt, County of Monmouth, State of New Jersey, that:

SECTION 1. Chapter 20: “Cannabis” of the Revised General Ordinances of the Borough of Roosevelt is hereby amended as follows (~~stricken text~~ indicates deletions, underlined text indicates additions):

**CHAPTER 20  
“CANNABIS”**

**§ 20-1 Cannabis Businesses Prohibited/Permitted as per Chapter Z: “Zoning”.**

- a. ~~Pursuant to section 31(b) of the New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act (P.L. 2021, c. 16), all cannabis establishments, cannabis distributors or cannabis delivery services are hereby prohibited from operating anywhere in Borough of Roosevelt, except for the delivery of cannabis items and related supplies by a delivery service.~~
- a. Under Section 4.500 of the Borough Zoning Ordinances, the operation of Cannabis Cultivators and Medical Cannabis Cultivators is permitted within the R-Ag/400 zone.
- b. Pursuant to Section 4.300 of the Borough Zoning Ordinances, the operation of ~~Cannabis Cultivators~~, Cannabis Distributers, Cannabis Manufacturers, Cannabis Wholesalers, Cannabis Retailers, Medical Cannabis Alternative Treatment Centers, ~~Medical Cannabis Cultivators~~, Medical Cannabis Dispensaries, and Medical Cannabis Manufacturers are prohibited uses in all zones within the Borough of Roosevelt.

**§ 20-2 Public Consumption of Cannabis Prohibited.**

- a. It shall be unlawful for any person to consume a cannabis item available for lawful consumption pursuant to the New Jersey Cannabis Regulatory, Enforcement

Assistance, and Marketplace Modernization Act in any public place as defined in said Act, including any public highway, public street, public sidewalk, public parking lot or lot, playground, park or other property owned by, belonging to or over which the Borough has control, other than school property for which unlawful consumption is a disorderly persons offense, or when not prohibited by the owner or person responsible for the operation of that public place.

- b. Any person violating this Section 20-2 shall be subject to a civil penalty of up to \$200.00, which shall be recovered in a civil action by a summary proceeding in the name of the Borough pursuant to the Penalty Enforcement Law of 1999. The Municipal Court and the Superior Court shall have jurisdiction of proceedings for the enforcement of the penalty provided by this section.

**§ 20-3 Possession or Consumption by Underaged Persons on Private Property.**

- a. It shall be unlawful for any person under the legal age who, without legal authority, knowingly possesses or consumes a cannabis item on private property.
- b. Any person violating this Section 20-3, in the case of an adult under the legal age to purchase cannabis items, shall be punished as follows:
  - 1. If the cannabis item possessed is an amount which may be lawfully possessed by a person of the legal age to purchase cannabis items pursuant to N.J.S.A. 2C:35-10a: for a first offense, a civil penalty of \$100.00; for a second offense, a civil penalty of \$200.00; and for a third or subsequent offense, a fine of \$350.00. The civil penalties provided for in this section shall be recovered in a civil action by a summary proceeding in the name of the municipality pursuant to the Penalty Enforcement Law of 1999. The Municipal Court shall have jurisdiction of proceedings for the enforcement of the penalty provided by this section.
  - 2. If the cannabis item possessed is an amount that exceeds what may be lawfully possessed by a person of the legal age to purchase cannabis items pursuant to N.J.S.A. 2C:35-10a, or if any cannabis item is consumed: for a first offense, a fine of \$250.00; and for a second or subsequent offense, a fine of \$350.00.

**§ 20-4 Local Cannabis Transfer Tax and User Tax.**

- a. The Borough hereby adopts and imposes a Local Cannabis Transfer Tax on the sale of any cannabis or cannabis items by any cannabis business within the Borough, which Local Cannabis Transfer Tax shall be imposed, at the rate of 2.0%, upon all receipts of such cannabis business.
- b. Local Cannabis User Tax.

1. The Borough hereby adopts and imposes a Local Cannabis User Tax, at the same and equivalent rates as established for the Local Cannabis Transfer Tax rates set forth in Section 20-4a hereinabove.
2. The Local Cannabis User Tax shall be imposed upon any concurrent license holder operating more than one cannabis business, and shall be imposed on the value of each transfer or use of cannabis or cannabis items not otherwise subject to the Local Cannabis Transfer Tax imposed pursuant to Section 20-4a hereinabove, from the license holder's business that is located in the Borough to any of the other license holder's businesses, whether located in the Borough or in another municipality.

c. Other Local Cannabis Tax Regulations.

1. The Local Cannabis Transfer Tax and User Tax imposed pursuant to this section shall be in addition to any other tax imposed by law.
2. The Local Cannabis Transfer Tax and User Tax shall be collected or paid, and remitted to the Borough by the cannabis business from the cannabis business purchasing or receiving the cannabis or cannabis item.
3. The Local Cannabis Transfer Tax and User Tax shall be stated, charged, and shown separately on any sales slip, invoice, receipt, or other statement or memorandum of the price paid or payable, or equivalent value of the transfer, for the cannabis or cannabis item.
4. Every cannabis business required to collect the Local Cannabis Transfer Tax and User Tax imposed by this section shall be personally liable for the Local Cannabis Transfer Tax and User Tax imposed, collected, or required to be collected under this section. Any cannabis business shall have the same right with respect to collecting the Local Cannabis Transfer Tax and User Tax from another cannabis business as if the Local Cannabis Transfer Tax or User Tax was a part of the sale and payable at the same time, or with respect to non-payment of the Local Cannabis Transfer Tax and User Tax by the cannabis business, as if the Local Cannabis Transfer Tax and User Tax was a part of the purchase price of the cannabis or cannabis item, or equivalent value of the transfer of the cannabis or cannabis item, and payable at the same time; provided, however, that the Chief Financial Officer of the Borough shall be joined as a party in any action or proceeding brought to collect a Local Cannabis Transfer Tax and User Tax.
5. No cannabis business required to collect the Local Cannabis Transfer Tax and User Tax pursuant to this section shall advertise or hold out to any person or to the public in general, in any manner, directly or indirectly, that the Local Cannabis Transfer Tax and User Tax will not be separately charged and stated

to another cannabis business, or that the Local Cannabis Transfer Tax and User Tax will be refunded to the cannabis business.

6. All revenues collected from the Local Cannabis Transfer Tax and User Tax pursuant to this section shall be remitted to the Chief Financial Officer of the Borough. The Chief Financial Officer shall collect and administer the Local Cannabis Transfer Tax and User Tax imposed by this section. The Borough shall enforce the payment of delinquent Local Cannabis Transfer Tax and User Tax in the same manner as provided for municipal real property taxes.
7. In the event that the Local Cannabis Transfer Tax and User Tax imposed by this section is not paid as and when due by a cannabis business, the unpaid balance, and any interest accruing thereon, shall be a lien on the parcel of real property comprising the cannabis business in the same manner as all other unpaid municipal taxes, fees, or other charges. The lien shall be superior and paramount to the interest in the parcel of any owner, lessee, tenant, mortgagee, or other person, except the lien of municipal taxes, and shall be on a parity with and deemed equal to the municipal lien on the parcel for unpaid property taxes due and owing in the same year. In the event of a delinquency, the Chief Financial Officer shall file with the Tax Collector a statement showing the amount and due date of the unpaid balance and identifying the lot and block number of the parcel of real property that comprises the delinquent cannabis business. The lien shall be enforced as a municipal lien in the same manner as all other municipal liens are enforced.

## **§ 20-5 Cannabis Business Licensing.**

### **§ 20-5.1 License.**

- a. *Laws applicable.* All applications for licenses, all licenses issued, and all proceedings under this Chapter shall be in accordance with the New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act (“the Act”), rules, regulations, and all other applicable laws of the State of New Jersey.
- b. *Issuing authority.* All licenses required shall be issued by the Borough Clerk.
- c. *License required.* It shall be unlawful for any person, firm, or corporation to own or operate within the Borough any cannabis businesses without first having obtained properly issued licenses in accordance with the Act and this Chapter.
- d. *License fees.* The annual license fee for a license for a cannabis business shall be as follows: initial application fee is \$5,000 and \$2,500 per annual renewal thereafter.

### **§ 20-5.2 Licensing Requirements.**

- a. Any licensed establishment located on property that abuts residential property shall be required to have sufficient buffering between the site and the residential property.
- b. All cannabis operations shall be required to submit an Odor Mitigation Plan as part of their license application. All cannabis establishments shall have appropriate equipment to mitigate cannabis-related odor. All buildings shall be equipped with an air treatment system with sufficient odor absorbing ventilation and exhaust systems such that any odor generated inside the facility is not detectable by a person of reasonable sensitivity at the property line of the subject property. Odor complaints will be directed to NJDEP's environmental hotline for further investigation and compliance with the Air Pollution Control Act.
- c. Security Requirements for all classes of cannabis establishments:
  1. All licensed facilities shall be equipped with security cameras covering all exterior parking and loading areas, all points of entry into the facilities, and interior spaces that are used to store cannabis. Security cameras shall be installed to monitor and record all areas of the premises, except in restrooms, and where persons may gain or attempt to gain access to cannabis or cash maintained by the cannabis business. Cameras shall record operations of the business and all potential areas of ingress and egress to the facility with sufficient detail to identify facial features and clothing. Recordings from security cameras shall be maintained for a minimum of sixty (60) days in a secure offsite location or through a service over a network that provides on-demand access, commonly referred to as a "cloud."
  2. All licensed cannabis businesses shall provide the State Police with access to recorded security footage immediately upon request by the Borough.
  3. All cannabis businesses shall provide a dimensioned floor plan, clearly labeled, showing: the layout of the structure and floor plan in which the operation is to be located; the principal uses of the areas depicted on the floor plan including, but not limited to, public areas, processing and manufacturing areas, loading and unloading areas, storage areas and restricted areas where cannabis will be located, storage areas and restricted areas where cannabis will be located; all points of entry into the facility; and the locations of all security cameras that will be positioned within the facility.
  4. All licensed cannabis businesses shall provide a plan for exterior lighting for security purposes.
  5. All licensed cannabis businesses shall install and use a safe for storage of any cash on the premises when the business is closed. The safe shall be incorporated into the building structure or securely attached thereto.

6. All licensed cannabis businesses shall install and use an alarm system that is monitored by a company that is staffed twenty-four hours a day, seven days a week. The name, location and contact information of the company monitoring the alarm shall be provided to the Borough and shall be updated within forty-eight hours of any change of monitoring company.

### **§ 20-5.3 Revocation of License.**

- a. Any license issued under this chapter may be suspended or revoked for a violation of any of the provisions of this Chapter, or any provision of the Act or any of the rules or regulations of the State of New Jersey.
- b. The provisions of this Chapter shall be enforced by the State Police and/or the Borough Code Enforcement Officer. If the Borough finds upon a written complaint that there is such a serious infraction of the rules, regulations and ordinances of the Borough or the rules, regulations and laws of the State of New Jersey or that the operation of a premises licensed hereunder will constitute a menace to the health, safety, welfare and morals of the people of the Borough or the occupants of such licensed premises, the Borough shall have the right to hold a hearing where said operator and complainant will be given the right to provide testimony and be subject to cross-examination regarding said complaint. Upon the Borough's finding of good cause, it may immediately suspend the license of such person, firm, partnership, corporation or entity licensed under this article. The hearing to continue the suspension or revocation of the license or take such other action as the Borough deems necessary in its lawful discretion shall proceed where applicable in the same manner as if the proceeding were for the issuance of a new license. Nothing contained herein shall prevent the Borough or its officers from proceeding against the applicant in a court of competent jurisdiction.
- c. Suspension or revocation of a license shall be in addition to any other penalty which may be imposed for a violation of this Chapter.

### **§ 20-5.4 Violations and Penalties.**

Any licensee or person who shall violate or fail to comply with the provisions of this Chapter shall, upon conviction, have his, her or its license subject to a fine of \$500.00 for the first offense and \$2,000.00 for any subsequent offense or by imprisonment for a term not exceeding 90 days or by a period of community service not exceeding 90 days as well as such penalties as may otherwise be provided by law.

SECTION 2. Section 4.300: "General Use Restrictions" of Article IV: "District Use and Development Regulation" of Chapter Z: "Zoning" of the Revised General Ordinances of the Borough of Roosevelt is hereby amended as follows (~~stricken text~~ indicates deletions, underlined text indicates additions):

**§ 4.300 General Use Restrictions.**

- a. Any use not designated as a principal permitted use, a permitted accessory use, or a conditional use is specifically prohibited from any zoning district in the Borough of Roosevelt. Farming as defined in this ordinance shall be prohibited in all zones other than R-Ag/400.
  
- b. The operation of ~~Cannabis—Cultivators~~, Cannabis Distributers, Cannabis Manufacturers, Cannabis Wholesalers, Cannabis Retailers, Medical Cannabis Alternative Treatment Centers, ~~Medical—Cannabis—Cultivators~~, Medical Cannabis Dispensaries, and Medical Cannabis Manufacturers are prohibited uses in all zones within the Borough of Roosevelt.

SECTION 3. Section 4.500: “District Regulations” of Article IV: “District Use and Development Regulation” of Chapter Z: “Zoning” of the Revised General Ordinances of the Borough of Roosevelt is hereby amended as follows (~~stricken text~~ indicates deletions, underlined text indicates additions):

**§ 4.500 District Regulations.**

\* \* \*

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

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

*Principal Permitted Uses:*

Farms for growing of field, vegetable, fruit, and tree crops, and vineyards

Nurseries and greenhouses

Single-family detached dwellings

Group homes for the developmentally disabled license by the New Jersey Department of Human Services.

Houses of worship subject to the requirements below.

Public and private schools. Public and private schools shall comply with applicable requirements in accordance with State law and be subject to the requirements below.

Cannabis Cultivators and Medical Cannabis Cultivators, subject to the requirements set forth in Section 6.800.

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

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

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

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

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

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

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

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

*Permitted Accessory Uses:*

Buildings and structures incidental to permitted principal uses, including customary farming accessory uses for farms, nurseries and greenhouses and customary residential accessory uses.

Other accessory uses as permitted in the R-40 district

Signs pursuant to Section 6.300

Parking pursuant to Section 6.200

*Conditional Uses:*

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

SECTION 4. Article IV: “District Use and Development Regulation” of Chapter Z: “Zoning” of the Revised General Ordinances of the Borough of Roosevelt is hereby supplemented with *new* Section 6.800: “Cannabis Businesses” as follows:

**§ 6.800 Cannabis Businesses.**

Cannabis businesses shall be permitted, pursuant to this Chapter, only if the following requirements are complied with:

- a. The regulations of this Section are subject to the enabling authority of the State of New Jersey and are subject to compliance with all statutes and/or regulations adopted by the State of New Jersey or its instrumentalities. If any provision of this Section is inconsistent with the statutes and/or regulations of the State of New Jersey, the State statutes and/or regulations shall prevail.
- b. Prior to the operation of any cannabis business, a license must be obtained from the State of New Jersey and from the Borough. No cannabis business shall be permitted to operate without State and Borough permits or licenses.
- c. Permitted uses shall, at all times, comply with the terms and conditions of the licensee’s cannabis business license for permits or licenses issued by the State of New Jersey and the Borough.
- d. No cannabis business shall be allowed as a home occupation under Section 6.400.
- e. No cannabis business shall be housed in a vehicle or any movable or mobile structure.
- f. Cannabis businesses shall have equipment to mitigate odor. The cannabis business shall be equipped with a ventilation system sufficient in type and capacity to mitigate cannabis odors emanating from the interior of the premises.

- g. Outside generators and other mechanical equipment used for any kind of power supply, cooling, or ventilation shall be enclosed and have appropriate baffles, mufflers, and/or other noise reduction systems to mitigate noise pollution.
- h. All cannabis businesses shall be secured in accordance with State of New Jersey statutes and regulations and shall have a round-the-clock video surveillance system, 365 days a year.
- i. All cannabis businesses must provide the State Police with access to security footage immediately upon request by the Borough.
- j. Cannabis business signage shall not contain text and/or image intended to promote excessive consumption of legal cannabis products. The signage shall not have the words “Weed” or “Marijuana”, or depict marijuana or cannabis plants, or contain graphics indicating such images or wording.
- k. The applicant shall submit a written report setting forth the full particulars of the proposed use, including hours of operation, anticipated customer volume, parking facilities necessary to service such customer volume and measures to be taken to avoid nuisance effects upon adjacent and nearby residential areas.
- l. Cannabis businesses shall be prohibited in any area in which, under State or Federal law, any cannabis business would be prohibited from operating based upon its proximity to a school, park, housing authority property, public or private youth center, playground, or swimming pool.

SECTION 5. If any article, section, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance and they shall remain in full force and effect.

SECTION 6. In the event of any inconsistencies between the provisions of this Ordinance and any prior ordinance of the Borough, the provisions hereof shall be determined to govern. All other parts, portions and provisions of the Revised General Ordinances of the Borough of Roosevelt are hereby ratified and confirmed, except where inconsistent with the terms hereof.

SECTION 7. After introduction, the Borough Clerk is directed to submit a copy of the within Ordinance to the Planning Board of the Borough for its review under N.J.S.A. 40:55D-26 and N.J.S.A. 40:55D-64. The Planning Board is directed to make and transmit to the Mayor & Council, within 35 days after referral, a report including identification of any provisions in the

proposed ordinance which are inconsistent with the master plan and recommendations concerning any inconsistencies and any other matter as the Board deems appropriate.

SECTION 8. This Ordinance shall take effect upon (1) adoption; (2) publication in accordance with the laws of the State of New Jersey; and (3) filing of the final adopted Ordinance by the Clerk with the Monmouth County Planning Board pursuant to N.J.S.A. 40:55D-16.

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

**RESOLUTION NO. 25-57  
MEETING DATE: 04-07-2025**

**PAYMENT OF BILLS FOR APRIL 7, 2025**

---

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

**WHEREAS**, the attached list of bills have been submitted to the Council for payment approval; and

**WHEREAS**, the Chief Financial Officer has certified the availability of funds for the payment of bills.

**NOW, THEREFORE, BE IT RESOLVED** that the bills on the attached bill list be paid.

**ROLL CALL:**

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**CERTIFICATION**

**I HEREBY CERTIFY** the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on April 7, 2025.

---

Kathleen Hart  
Borough Clerk

4-7-25 BILL LIST 02:20 PM

Ranges	Item Status	Purchase Types	Misc
<i>Range: First to Last</i> <i>Rcvd Batch Id Range: First to Last</i>	<i>Open: N</i> <i>Void: N</i> <i>Paid: N</i> <i>Held: Y</i> <i>Aprv: N</i> <i>Rcvd: Y</i>	<i>Bid: Y</i> <i>State: Y</i> <i>Other: Y</i> <i>Exempt: Y</i>	<i>P.O. Type: All</i> <i>Format: Condensed</i> <i>Include Non-Budgeted: Y</i> <i>Vendors: All</i>

Vendor #	P.O. #	PO Date	Name	Description	Status	Amount	Void Amount	Contract	PO Type
ALPHA005	24-00615	10/21/24	ALPHADOG SOLUTIONS, INC.	ONE-TIME SET-UP FEE	Open	\$2,750.00	\$0.00		
ATRAJ005	25-00115	02/18/25	ATRA JANITORIAL SUPPLY CO, INC	TOWEL DISPENSER FOR KITCHEN	Open	\$75.00	\$0.00		
BOROU005	25-00219	04/03/25	BOROUGH OF HIGHTSTOWN	LANDFILL TIPPING FEES:FEB 2025	Open	\$1,969.65	\$0.00		
CINTA005	25-00185	03/19/25	CINTAS CORPORATION	BORO HALL & WTP 3/18/25	Open	\$93.29	\$0.00		
	25-00207	04/02/25		BORO HALL 4/1/25	Open	\$51.51	\$0.00		
				<b>Vendor Total:</b>		<b>\$144.80</b>			
CONOV005	25-00151	03/05/25	CONOVER BUILDING MAINTENANCE	MAR 2025 SERVICES	Open	\$223.89	\$0.00		
CROSS005	25-00110	02/13/25	CROSS OVER NETWORKS, LLC	2025 IT SERVICES	Open	\$453.54	\$0.00		B
DILWO005	25-00184	03/18/25	DILWORTH & PAXSON, LLP	BAN CLOSING 3/13/25	Open	\$4,362.00	\$0.00		
DONAT005	25-00197	03/27/25	DONATO, ESQ., MICHELE	PB REVIEW-6 CEDAR COURT	Open	\$52.50	\$0.00		
FRANC005	25-00201	03/27/25	FRANCOTYP-POSTALIA, INC.	2/Q/2025 METER/SCALE RENTAL	Open	\$162.54	\$0.00		
HOLDE005	25-00091	02/10/25	HOLDEN, JOHN B.	2025 WATER PLANT MANAGEMENT	Open	\$5,415.00	\$0.00		B
JCPL0005	25-00220	04/03/25	JCP & L	W/S-FEB 2025 ELECTRIC SERVICE	Open	\$4,358.68	\$0.00		
JOHNS015	25-00192	03/20/25	JOHNSON, BEN	REIMB:NJ WATERSHED VIRTUAL CON	Open	\$65.00	\$0.00		
LEAF0005	25-00212	04/02/25	LEAF COMMERCIAL CAPITAL, INC.	KYOCERA COPIER PYMT 17 OF 60	Open	\$171.48	\$0.00		
LYONS005	25-00081	02/03/25	LYONS ENVIRONMENTAL SERV, LLC	2025 SEWER PLANT MANAGEMENT	Open	\$19,500.00	\$0.00		B
	25-00213	04/02/25		BACKFLOW TEST 1/Q & WATER TEST	Open	\$2,000.00	\$0.00		
				<b>Vendor Total:</b>		<b>\$21,500.00</b>			
MONMO060			MONMOUTH COUNTY ASSESSORS ASSN						

BOROUGH OF ROOSEVELT  
Bill List By Vendor Name

04/03/2025

02:20 PM

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
MONMO060		MONMOUTH COUNTY ASSESSORS ASSN		<i>Account Continued</i>			
25-00209	04/02/25	2025 MEMBERSHIP DUES	Open	\$150.00	\$0.00		
MONMO070		MONMOUTH COUNTY PUBLIC WORKS & BRINING:2/19/25	Open	\$441.76	\$0.00		
CITYC005		MURPHY, MICHAEL J. d/b/a JAN 2025 WEBSITE HOSTING	Open	\$325.00	\$0.00		
NJSTA005		NJ STATE LEAGUE/MUNICIPALITIES 2025 MEMBERSHIP DUES	Open	\$284.00	\$0.00		
NOREI005		NOREIKA SALES, LLC REPAIR ECHO CHAIN SAW	Open	\$170.42	\$0.00		
ONECA005		ONE CALL CONCEPTS, INC. 1/Q/2025 "CALL BEFORE YOU DIG"	Open	\$45.04	\$0.00		
ORKIN005		ORKIN PEST CONTROL SERVICE JAN 2025 PEST CONTROL	Open	\$63.00	\$0.00		
25-00189	03/20/25	FEB 2025 PEST CONTROL	Open	\$63.00	\$0.00		
25-00190	03/20/25	MAR 2025 PEST CONTROL	Open	\$63.00	\$0.00		
25-00206	04/02/25	APR 2025 PEST CONTROL	Open	\$63.00	\$0.00		
		<b>Vendor Total:</b>		<b>\$252.00</b>			
PFPET005		P.F. PETTIBONE & CO. MINUTE BOOKS (2)	Open	\$249.95	\$0.00		
PETTY005		PETTY CASH REIMBURSE PETTY CASH	Open	\$38.17	\$0.00		
25-00187	03/19/25	REIMBURSE PETTY CASH	Open	\$19.27	\$0.00		
25-00202	04/01/25	REIMBURSE PETTY CASH	Open	\$66.00	\$0.00		
25-00204	04/01/25	REIMBURSE PETTY CASH	Open	\$17.05	\$0.00		
25-00215	04/02/25	REIMBURSE PETTY CASH	Open	\$82.06	\$0.00		
25-00222	04/03/25	REIMBURSE PETTY CASH	Open	\$31.97	\$0.00		
		<b>Vendor Total:</b>		<b>\$254.52</b>			
PUMPI005		PUMPING SERVICES, INC. CALL-OUT 2/25/25 CLARIFIER	Open	\$885.14	\$0.00		
ROBER005		ROBERTS ENGINEERING GROUP, LLC PB REVIEW-6 CEDAR COURT	Open	\$329.50	\$0.00		
ROOSE005		ROOSEVELT BOARD OF EDUCATION APR 2025 SCHOOL TAXES	Open	\$159,053.00	\$0.00		
SHORE005		SHORE BUSINESS SOLUTIONS USAGE 2/21/25-3/20/25	Open	\$2.30	\$0.00		
STAPL005		STAPLES BUSINESS ADVANTAGE OFFICE & JANITORIAL SUPPLIES	Open	\$153.07	\$0.00		
25-00155	03/06/25	NAMEPLATES	Open	\$37.65	\$0.00		

BOROUGH OF ROOSEVELT  
Bill List By Vendor Name

Vendor #	Name	Status	Amount	Void Amount	Contract	PO Type
P.O. #	PO Date	Description				
STAPL005		STAPLES BUSINESS ADVANTAGE	<i>Account Continued</i>			
		<b>Vendor Total:</b>	<b>\$190.72</b>			
STATE005		STATE OF NEW JERSEY-PWT				
25-00214	04/02/25	1/Q/2025 WATER TAX	Open	\$52.79	\$0.00	
THEHO010		THE HOME DEPOT				
25-00145	03/04/25	ENVIRONMENTAL COMM-LUMBER	Open	\$1,447.78	\$0.00	
25-00186	03/19/25	ENVIRONMENTAL COMM-LUMBER	Open	\$22.90	\$0.00	
25-00203	04/01/25	SPILL ABSORBER	Open	\$35.91	\$0.00	
25-00216	04/02/25	PADLOCK,LOCKBOX,KEYS-WATER TW	Open	\$73.90	\$0.00	
		<b>Vendor Total:</b>		<b>\$1,580.49</b>		
THOMA005		THOMAS PLANNING ASSOCIATES,LLC				
25-00085	02/05/25	HOUSING PLAN ELEMENT ROUND 4	Open	\$542.50	\$0.00	B
VERIZ015		VERIZON				
25-00205	04/01/25	PHONE/INTERNET-MAR 2025	Open	\$824.17	\$0.00	
WEBHA005		WEB HAULING & DISTRIBUTION,INC				
25-00183	03/18/25	PUMP CLARIFIER SLUDGE LINE	Open	\$300.00	\$0.00	
<b>Total Purchase Orders: 47</b>			<b>Total P.O. Line Items: 0</b>	<b>Total List Amount: \$207,637.38</b>	<b>Total Void Amount: \$0.00</b>	

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

04/03/2025

02:20 PM

<b>Totals by Year-Fund</b>							
<b>Fund Description</b>	<b>Fund</b>	<b>Budget Rcvd</b>	<b>Budget Held</b>	<b>Budget Total</b>	<b>Revenue Total</b>	<b>G/L Total</b>	<b>Total</b>
	4-01	\$2,750.00	\$0.00	\$2,750.00	\$0.00	\$0.00	\$2,750.00
	5-01	\$167,233.91	\$0.00	\$167,233.91	\$0.00	\$0.00	\$167,233.91
	5-09	\$32,909.47	\$0.00	\$32,909.47	\$0.00	\$0.00	\$32,909.47
	<b>Year Total:</b>	<b>\$200,143.38</b>	<b>\$0.00</b>	<b>\$200,143.38</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$200,143.38</b>
	C-04	\$2,443.00	\$0.00	\$2,443.00	\$0.00	\$0.00	\$2,443.00
	C-08	\$1,919.00	\$0.00	\$1,919.00	\$0.00	\$0.00	\$1,919.00
	<b>Year Total:</b>	<b>\$4,362.00</b>	<b>\$0.00</b>	<b>\$4,362.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,362.00</b>
	T-12	\$382.00	\$0.00	\$382.00	\$0.00	\$0.00	\$382.00
<b>Total Of All Funds:</b>		<b>\$207,637.38</b>	<b>\$0.00</b>	<b>\$207,637.38</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$207,637.38</b>

BOROUGH OF ROOSEVELT

I, Scott M. Frueh, Chief Financial Officer of the Borough of Roosevelt, do hereby certify that funds are available for the following bill list to be paid:

<u>Vendor</u>	<u>Budget Account</u>	<u>Total Award</u>
4/7/25 Bill List	various	\$207,637.38

*Scott M. Frueh*

\_\_\_\_\_  
Scott M. Frueh  
Chief Financial Officer

Dated: 4/7/25

**RESOLUTION NO. 25-58  
MEETING DATE: 04-07-2025**

**RESOLUTION AUTHORIZING ROBERTS ENGINEERING GROUP, LLC TO  
SURVEY, DESIGN, PERMIT, BID AND CONSTRUCTION  
ADMINISTRATION/INSPECTION FOR THE ROAD REPLACEMENT PROJECT ON  
IMPROVEMENTS TO LAKE DRIVE AND SPRUCE LANE AND LAKE DRIVE AND  
SOUTH VALLEY ROAD**

---

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

**WHEREAS**, on or about November 1, 2023, the New Jersey Department of Transportation (“NJDOT”) awarded the Borough of Roosevelt, County of Monmouth, State of New Jersey (the “Borough”) a municipal aid grant in the amount of \$183,337.00 for road improvements to Lake Drive and Spruce Lane (the “Road Replacement Project”); and

**WHEREAS**, on or about December 5, 2024, the New Jersey Department of Transportation awarded the Borough a municipal aid grant in the amount of \$135,910.00 for road improvements to Lake Drive and South Valley Road (together with the aforementioned Lake Drive and Spruce Lane grant, collectively, the “Road Replacement Project”); and

**WHEREAS**, the Borough must make an award of a contract to complete the Road Replacement Project on or before November 1, 2025, or the Borough will forfeit the NJDOT’s municipal aid grant and jeopardize the Borough’s eligibility for future NJDOT grant funding; and

**WHEREAS**, the Borough’s Governing Body has adopted a bond ordinance to move forward with the Road Replacement Project; and

**WHEREAS**, the Borough Engineer has provided a proposal to the Borough for the Borough Engineer’s work to survey, design, permit, bid and construction administration/inspection in an amount of \$139,000.00 in order to meet the deadline of the municipal aid grant; and

**WHEREAS**, the Borough’s Chief Financial Officer has certified the availability of funds in the amount not to exceed \$139,000.00.

**NOW, THEREFORE BE IT RESOLVED**, by the Governing Body of the Borough of Roosevelt, County of Monmouth, State of New Jersey that Roberts Engineering Group, LLC is hereby authorized to survey, design, permit, bid and construction administration/inspection roadway replacement project on Lake Drive and Spruce Lane and Lake Drive and South Valley Road, in a total amount not to exceed \$139,000.00.

**BE IT FURTHER RESOLVED**, that a certified copy of this resolution be sent to the Chief Financial Officer, Purchasing Agent, and Roberts Engineering Group, LLC.

**ROLL CALL:**

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

### **CERTIFICATION**

**I HEREBY CERTIFY** the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on April 7, 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 are available for the following contract to be awarded:

<b>Vendor</b>	<b>Budget Account</b>	<b>Total Award</b>
Roberts Engineering Group, LLC	Bond Ord. No. 25-02	\$139,000.00

NJDOT FY2024 Lake Drive/Spruce Lane  
NJDOT FY2025 Lake Drive/S. Valley Road

*Scott M. Frueh*

Scott M. Frueh  
Chief Financial Officer

Dated: 4/7/25

**RESOLUTION NO. 25-59**  
**MEETING DATE: 04-07-2025**

**AWARDING CONTRACT FOR MAINTENANCE OF PUBLIC LANDS IN THE BOROUGH  
TO KYLE'S LAWN AND LANDSCAPING**

---

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

**WHEREAS**, the Mayor and Council of the Borough of Roosevelt wish to have an agreement for landscape maintenance of public lands in the Borough; and

**WHEREAS**, requests were sent out for quotes and three (3) proposals were received as follows:

Kyle's Lawn and Landscaping, LLC	\$13,964.00
Dr. K's DesignScapes	\$17,200.00
Sure Care Landscaping	\$16,800.00

**WHEREAS**, the Chief Financial Officer only certifies the amount in the temporary budget as available and amounts past the temporary budget are subject to sufficient funds being available in the 2025 adopted budget.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Borough of Roosevelt that the Borough retain the services of Kyle's Lawn and Landscaping at a price not to exceed \$13,964.00, in accordance with the attached proposal.

**BE IT FURTHER RESOLVED** that a copy of this Resolution, certified by the Borough Clerk to be a true copy, be forwarded to Kyle's Lawn and Landscaping, LLC, the Certified Municipal Financial Officer, the Treasurer and the Attorney.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council hereby approve the proposal and award a contract for maintenance of public lands in the Borough to Kyle's Lawn and Landscaping, LLC in accordance with the attached specifications, for the period of April through October 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 April 7, 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 are available for the following contract to be awarded:

<b>Vendor</b>	<b>Budget Account</b>	<b>Temporary Budget</b>	<b>Total Award</b>
Kyle's Lawn & Landscaping, LLC	Buildings & Grounds	3,000.00	13,964.00

Only amounts in temporary budget are certified as available. Amounts past the temporary budget are subject to sufficient funds being available in the adopted budget.

*Scott M. Frueh*

Scott M. Frueh  
Chief Financial Officer

Dated: 4/7/25

**RESOLUTION NO. 25-60**  
**MEETING DATE: 04-07-2025**

**RESOLUTION AUTHORIZING 2025 SALARIES FOR ROOSEVELT BOROUGH EMPLOYEES**

---

C/ \_\_\_\_\_ offered the following resolution and moved its adoption, which was second by C/ \_\_\_\_\_  
**WHEREAS**, the Borough finds that salary adjustments for employees of the Borough are warranted.

**WHEREAS**, the following salary shall be effective January 1, 2025:

Borough Clerk	\$ 33,506.00
Registrar of Vital Statistics	\$ 3,487.00
Borough Treasurer	\$ 17,838.00
Purchasing Agent	\$ 87,967.00
Office Manager	\$ 13,402.00
Chief Financial Officer	\$ 27,500.00
Tax Collector	\$ 28,144.00
Tax Assessor	\$ 12,047.00
Recreation Director	\$ 11,913.00
Zoning Officer	\$ 7,520.00
Housing Inspector	\$ 1,597.00
Deputy Clerk	\$ 28.94/hour
Environmental Comm. Secretary	\$ 28.94/hour
Assistant Administrative Clerk	\$ 26.81/hour
Public Works Employee 1&2	\$ 33.51/hour
Public Works Employee 3	\$ 28.94/hour
Code Enforcement Officer	\$ 28.94/hour
Assistant Administrative Clerk Tax	\$ 30.39/hour
Planning Board Secretary	\$ 28.35/hour

**WHEREAS**, the following salary shall be effective September 1, 2025:

Crossing Guard	\$ 24.26/hour
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**NOW THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Roosevelt that the salary adjustments contained herein are approved and shall be effective as noted above.

**BE IT FURTHER RESOLVED** that a copy of this resolution, certified by the Borough Clerk to be a true copy be forwarded to employees, George Lang, Chief Financial Officer and Ana Debevec, Treasurer.

**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 April 7, 2025.

---

Kathleen Hart  
Borough Clerk

**RESOLUTION NO. 25-61**  
**MEETING DATE: 04-07-2025**

**RESOLUTION SUPPORTING THE ROOSEVELT ENVIRONMENTAL COMMISSION  
APPLYING FOR A 2025 OPEN SPACE STEWARDSHIP GRANT APPLICATION**

---

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

**WHEREAS**, the Association of New Jersey Environmental Commissions (ANJEC) is a statewide non-profit organization that informs and supports environmental commissions in efforts to protect the environment and preserve quality of life; and

**WHEREAS**, the ANJEC Open Space Stewardship Grants are for environmental commissions to support projects and provide small grants of up to \$1500.00; and

**WHEREAS**, the Roosevelt Environmental Commission would like to apply for the ANJEC Open Space Stewardship grant for trail maintenance and improvements; and

**WHEREAS**, the Borough Council supports the plans and the project.

**NOW, THEREFORE, BE IT RESOLVED** that the Borough Council of the Borough of Roosevelt declares its support for the ANJEC 2025 Open Space Stewardship Grant.

**ROLL CALL VOTE:**

**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 April 7, 2025.

---

Kathleen Hart, Borough Clerk

**RESOLUTION NO. 25-62**  
**MEETING DATE: 04-07-2025**

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

---

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

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

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

**WHEREAS**, by Resolution 23-47, dated April 3, 2023, the Borough awarded a contract to ETM Associates, LLC in the amount of \$49,900.00 for a portion of the work necessary for the Project, which costs were graciously and fully funded by the Fund for Roosevelt; and

**WHEREAS**, by Resolution 24-33, dated January 16, 2024, the Borough awarded a contract to ETM Associates, LLC in the amount of \$33,000.00 for a portion of the work necessary for the Project, which costs were graciously and fully funded by the Fund for Roosevelt; and

**WHEREAS**, the Fund for Roosevelt has pledged an additional \$4,995.00 to fund the remainder of ETM Associates, LLC’s work on the Project, which additional funding has been memorialized in First, Second and Third Addenda to the Project Agreement between the Borough and the Fund for Roosevelt; and

**WHEREAS**, ETM Associates, LLC has provided an additional Fee Proposal in the amount of \$4,995.00 for the remainder of the work contemplated as part of the Project; and

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

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

1. ETM Associates, LLC is hereby retained to provide additional professional landscape architect services to the Borough in connection with the Project in the

amount of \$4,995.00 in accordance with the Fee Proposal attached hereto as Exhibit A; and

2. This Resolution shall be appended to the Agreement for Professional Landscape Architect Services in accordance with Section V(2) thereof; and
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; and
4. That this Contract is awarded without competitive bidding as a professional service and as an exception to the public bidding requirements for water treatment services, pursuant to the Local Public Contracts Law; specifically, N.J.S.A. 40A:11-5; and
5. That a notice in accordance with this resolution and the Local Public Contracts Law shall be published one time in the official newspaper; and
6. Each year during the term of the Contract, ETM Associates, LLC shall complete and submit a Business Entity Disclosure Certification which certifies that ETM Associates, LLC has not made any reportable contributions to a political or candidate committee in the Borough of Roosevelt in the previous one year, and that the contract will prohibit ETM Associates, LLC from making any reportable contributions through the term of the contract.; and
7. That an executed copy of the Contract and a copy of this resolution shall be filed in the office of the Borough Clerk and be available there for public inspection in accordance with the law; and
8. That this resolution shall take effect immediately.

**ROLL CALL:**

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**CERTIFICATION**

**I HEREBY CERTIFY** the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on April 7, 2025.

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Kathleen Hart  
Borough Clerk



## **ETM ASSOCIATES, L.L.C.**

PUBLIC SPACE MANAGEMENT  
PROJECT MANAGEMENT  
PUBLIC SPACE DESIGN

March 13, 2025

**Connie Herrstrom**  
**Roosevelt Borough Council Person**  
**33 N. Rochdale Avenue**  
**P.O. Box 128**  
**Roosevelt, NJ 08555**  
**Tel: 609-448-0539**

### **Re: FDR Amphitheater – Add-Service Request**

Dear Ms. Herrstrom,

ETM Associates, L.L.C. (ETM) is pleased to submit this add-service proposal to account for scope additions associated with additional on-site investigations, coordination, and revisions to project construction documents.

#### **Site investigation (preparation and attendance)**

ETM prepared investigation diagrams for and attended a contractor site visit on January 29th to investigate the condition of the Amphitheater construction with the Borough engineer, Borough representatives, and the masonry contractor.

Requested Reimbursement - \$705

#### **Contract Drawing Revisions and associated Site Work**

Based upon the outcomes of the on-site meeting held on January 29<sup>th</sup> with the masonry contractor and Borough Engineer, the project is now to focus on Rehabilitation/Repair. Our office will need to update the drawings, specifications, and project cost estimate to reflect this new project approach.

ETM Proposed Drawing, Specifications, and Cost Estimating Fee - \$3,290

Manterra Proposed Drawing, Specifications, and Cost Estimating Fee - \$1,000

**Total Proposed Additional Services Fee (Site visits, coordination, CD updates) - \$4,995**

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Thank you for the opportunity to prepare this add-service proposal. If you approve of the proposed scope of work and associated professional services fee proposal, please indicate your acceptance by signing this proposal and returning it in digital format.

If you have any questions or concerns regarding the proposal, do not hesitate to contact me by phone at 732.572.6626 or by email at [dave@etmassociatesllc.com](mailto:dave@etmassociatesllc.com).

Sincerely,  
Dave Sittler

Project Manager  
ETM Associates, L.L.C.

**Authorized by:** \_\_\_\_\_ **Date:** \_\_\_\_\_