

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

**COUNCIL REGULAR MEETING AGENDA**  
**SEPTEMBER 15, 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)**

**DISCUSSION:**

1. TNR Program

**CORRESPONDENCE:**

1. Letter from New Jersey Department of Environmental Protection, Community Investment and Economic Revitalization Historic Preservation Office, dated September 10, 2025 regarding Amphitheater proposed plans, dated June 30, 2025, have met the Secretary of the Interior's Standards for the Treatment of Historic Properties-Rehabilitation.

**MINUTES:**

1. Regular Council Meeting Minutes – September 2, 2025

**CONSENT AGENDA RESOLUTIONS:**

Resolution 25-102    Payment of Bills for September 15, 2025  
Resolution 25-103    Resolution Authorizing Roberts Engineering Group, LLC to Design and Construction Administration/Inspection for Additional Repairs to the "Improvements to Lake Drive Project"

**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 Luongo

**REPORTS OF BOROUGH OFFICIALS:**

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

1. End of Summer Concert – Saturday, September 20 from 5pm – 7pm at the Roosevelt Amphitheater
2. Bulk Pick-Up – October 6, 2025
3. Branch Pick-Up – October 13, 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:** \_\_\_\_\_



# State of New Jersey

DEPARTMENT OF ENVIRONMENTAL PROTECTION  
COMMUNITY INVESTMENT AND ECONOMIC REVITALIZATION  
HISTORIC PRESERVATION OFFICE

501 East State Street

P.O. Box 420, Mail Code 501-04B

Trenton, New Jersey 08625-0420

Tel. (609) 940-4312

[www.nj.gov/dep](http://www.nj.gov/dep)

**PHILIP D. MURPHY**  
*Governor*

**TAHESHA L. WAY**  
*Lt. Governor*

**SHAWN M. LATOURETTE**  
*Commissioner*

**HPO Project #24-1371-4, -5**  
**HPO-I2025-061**

September 10, 2025

Dave Sitler  
ETM Associates  
via email: [dave@etmassociatesllc.com](mailto:dave@etmassociatesllc.com)

**Re: Monmouth County, Borough of Roosevelt**  
**Franklin Delano Roosevelt Memorial Amphitheater Rehabilitation**  
**West Side of North Rochdale Avenue**  
**Application for Project Authorization**  
**New Jersey Register of Historic Places Act Review**  
**Jersey Homesteads Historic District (SR: 10/14/1983)**

Dear Mr. Sitler:

Thank you for submitting an application for project authorization for the proposed rehabilitation of the Franklin Delano Roosevelt Memorial Amphitheater located in the Borough of Roosevelt, Monmouth County. The amphitheater is located within the Jersey Homesteads Historic District, which is listed in the New Jersey Register of Historic Places. The amphitheater is a contributing resource to the historic district. Your application was technically complete and professionally sufficient pursuant to N.J.A.C. 7:4-7:1 upon receipt of your project specifications on August 25, 2025.

The proposed project involves the rehabilitation of the amphitheater to address both water retention concerns as well as general masonry repairs. The amphitheater consists of two parts, referred to as the upper amphitheater and the lower amphitheater. The lower amphitheater consists of a flat, brick and concrete patio that surrounds a former reflecting pool that has been filled in with turf, and the upper amphitheater consists of a series of stepped seating constructed of brick and large aggregate concrete. The top of the upper amphitheater has been parged to address previous structural concerns. At the south end of the lower amphitheater is a large bust of former president Franklin Delano Roosevelt.

According to the plans dated June 30, 2025, the scope of work involves the following:

- in-kind replacement of broken bricks, and the replacement of improperly repair brick on the amphitheater seating with brick that matches the original design

- in-kind replacement of the brick and concrete in the lower amphitheater, as well as replacement of the turf section with concrete
- repair of the utility shed and planting of trees to visually screen the utility shed from the amphitheater
- resurfacing of asphalt pathways surrounding the amphitheater
- installation of new replacement lighting fixtures
- removal of the existing paving on the rear wall of the upper amphitheater, and re-paving to prevent water infiltration
- cleaning where appropriate, using a mild acidic cleaner.

According to the email exchange between yourself and Christopher Romanoski of HPO staff on 8/15, the inlaid bluestone that was originally proposed at the foot of the Roosevelt statue was removed from the scope of work. Additionally, according to the specifications dated June 30, 2025, the paving on the upper wall of the amphitheater will be replaced and repaired with a stucco product that has a greater water permeability than the brick and concrete that the wall is made of.

Based upon the information provided in the application, the proposed plans meet the Secretary of the Interior's *Standards for the Treatment of Historic Properties*-Rehabilitation and therefore, pursuant to N.J.A.C. 7:4-7.4(b)2, **does not constitute an encroachment** on the Jersey Homesteads Historic District. The undertaking is therefore approved as proposed. Please contact the Historic Preservation Office (HPO) for review if any of your project plans change.

In accordance with 7:4-7.2(e)10, if an authorized, or conditionally authorized, project is not undertaken within five years of the date of authorization, the authorization shall automatically expire. **If you have any questions, please feel free to contact Christopher Romanoski of my staff at [Christopher.Romanoski@dep.nj.gov](mailto:Christopher.Romanoski@dep.nj.gov) with any questions.** Please reference HPO project number **24-1371** in any future calls, emails, or written correspondence to help expedite our review and response. Thank you for your cooperation with this review.

Sincerely,

*Meghan M. Baratta*

Meghan MacWilliams Baratta  
Supervising Historic Preservation  
Specialist

MMB/JWR/CR

Cc (via email): Peggy Malkin, Mayor of Roosevelt  
Roosevelt Board of Education  
Monmouth County Historical Commission  
Ana Debevec, Treasurer of Roosevelt Borough



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

**RESOLUTION NO. 25-102  
MEETING DATE: 09-15-2025**

**PAYMENT OF BILLS FOR SEPTEMBER 15, 2025**

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

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

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

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

**ROLL CALL:**

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**CERTIFICATION**

**I HEREBY CERTIFY** the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on September 15, 2025.

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Kathleen Hart  
Borough Clerk

**9-15-25 BILL LIST**

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

Vendor #	P.O. #	PO Date	Name	Description	Status	Amount	Void Amount	Contract	PO Type
BOARD005	25-00521	08/18/25	BOARD OF FIRE COMMISSIONERS OF	2025 FIRE/BLS SERVICES:3/Q/25	Open	\$36,393.75	\$0.00		
BOROU005	25-00519	08/18/25	BOROUGH OF HIGHTSTOWN	SOLID WASTE CONTRACT:SEP 2025	Open	\$6,274.17	\$0.00		
CONOV005	25-00559	09/04/25	CONOVER BUILDING MAINTENANCE	SEP 2025 SERVICES	Open	\$223.89	\$0.00		
DEBEV005	25-00573	09/11/25	DEBEVEC, ANA	REIMB:MATS FOR BORO HALL & WTP	Open	\$507.48	\$0.00		
DILWO005	25-00548	09/02/25	DILWORTH & PAXSON, LLP	GENERAL LEGAL SERVICES	Open	\$312.00	\$0.00		
	25-00567	09/09/25		PREPARE CAPITAL ORD 25-12	Open	\$570.00	\$0.00		
				<b>Vendor Total:</b>		<b>\$882.00</b>			
DONAT005	25-00549	09/02/25	DONATO, ESQ., MICHELE	PB REVIEW-JCP&L	Open	\$253.80	\$0.00		
EDMUN005	25-00556	09/03/25	EDMUNDS GOVTECH	2025 TAX BILLS	Open	\$290.00	\$0.00		
GANNE005	25-00566	09/09/25	GANNETT NJ NEWSPAPERS	AUG 2025 NOTICES	Open	\$213.44	\$0.00		
GENER005	25-00557	09/04/25	GENERAL CODE, LLC	E-CODE360 ANNUAL MAINTENANCE	Open	\$1,195.00	\$0.00		
HOLDE005	25-00091	02/10/25	HOLDEN, JOHN B.	2025 WATER PLANT MANAGEMENT	Open	\$5,415.00	\$0.00		B
	25-00575	09/11/25		ADDITIONAL SERVICES-AUG 2025	Open	\$317.50	\$0.00		
				<b>Vendor Total:</b>		<b>\$5,732.50</b>			
INTER015	25-00015	01/13/25	INTERSTATE WASTE SERVICES, INC	2025 RECYCLING CONTRACT	Open	\$3,577.00	\$0.00		B
JCPL0005	25-00555	09/03/25	JCP & L	AUG 2025 ELECTRIC SERVICE	Open	\$1,247.76	\$0.00		
KEYTE005	25-00265	04/22/25	KEEGAN TECHNOLOGY & TESTING	CORE SAMPLING/TESTING:TAMARA	Open	\$2,310.00	\$0.00		
LYONS005	25-00568	09/10/25	LYONS ENVIRONMENTAL SERV, LLC	WATER TESTING 8/5/25	Open	\$1,175.00	\$0.00		
	25-00569	09/10/25		ADDT'L SERVICES 8/4-8/29/25	Open	\$540.00	\$0.00		
				<b>Vendor Total:</b>		<b>\$1,715.00</b>			

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

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
LYONS005		LYONS ENVIRONMENTAL SERV, LLC		<i>Account Continued</i>			
MAINP005 25-00045	01/23/25	MAIN POOL & CHEMICAL CO., INC. WATER-2025 SODIUM HYPOCHLORITE	Open	\$894.64	\$0.00		B
ORKIN005 25-00560	09/04/25	ORKIN PEST CONTROL SERVICE TREATMENT AT WTP ON 8/13/25	Open	\$149.00	\$0.00		
PASSA005 25-00571	09/10/25	PASSAIC VALLEY SEWERAGE SLUDGE DISPOSAL-AUG 2025	Open	\$604.80	\$0.00		
PETTY005 25-00551	09/03/25	PETTY CASH REIMBURSE PETTY CASH	Open	\$90.40	\$0.00		
25-00561	09/04/25	REIMBURSE PETTY CASH	Open	\$17.05	\$0.00		
25-00562	09/04/25	REIMBURSE PETTY CASH	Open	\$34.48	\$0.00		
25-00564	09/09/25	REIMBURSE PETTY CASH	Open	\$90.40	\$0.00		
25-00574	09/11/25	REIMBURSE PETTY CASH	Open	\$90.40	\$0.00		
		<b>Vendor Total:</b>		<b>\$322.73</b>			
POSTM005 25-00572	09/10/25	POSTMASTER 200 STAMPS:TAX & W/S COLLECTOR	Open	\$156.00	\$0.00		
ROOSE005 25-00524	08/18/25	ROOSEVELT BOARD OF EDUCATION SEP 2025 SCHOOL TAXES	Open	\$160,045.00	\$0.00		
RUSSE005 25-00100	02/11/25	RUSSELL REID, INC. 2025 SLUDGE REMOVAL	Open	\$933.66	\$0.00		B
SENI005 25-00563	09/04/25	SENIOR CITIZENS OF ROOSEVELT REIMB:BUS TRIP TO NYC 8/22/25	Open	\$1,160.96	\$0.00		
STAPL005 25-00476	07/28/25	STAPLES BUSINESS ADVANTAGE OFFICE & JANITORIAL SUPPLIES	Open	\$143.47	\$0.00		
25-00497	08/11/25	OFFICE & JANITORIAL SUPPLIES	Open	\$104.87	\$0.00		
		<b>Vendor Total:</b>		<b>\$248.34</b>			
SUTPH005 25-00371	06/05/25	SUTPHEN MEMORIAL, INC. 2025 CEMETERY MANAGEMENT	Open	\$775.00	\$0.00		B
TOWNS015 25-00522	08/18/25	TOWNSHIP OF MANALAPAN ANIMAL CONTROL SERV-SEP 2025	Open	\$1,041.66	\$0.00		
TOWNS005 25-00520	08/18/25	TOWNSHIP OF MILLSTONE 2025 COURT SERVICES	Open	\$6,000.00	\$0.00		
WBMAS005 25-00553	09/03/25	W.B. MASON CO., INC. DELIVERY-AUG 2025	Open	\$34.00	\$0.00		
WEBHA005 25-00543	08/26/25	WEB HAULING & DISTRIBUTION, INC PUMP BORO HALL PUMP PIT 8/19	Open	\$274.40	\$0.00		

**Total Purchase Orders: 36 Total P.O. Line Items: 0 Total List Amount: \$233,455.98 Total Void Amount: \$0.00**

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

09/11/2025

12:05 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>
	5-01	\$220,376.20	\$0.00	\$220,376.20	\$0.00	\$0.00	\$220,376.20
	5-09	\$10,515.98	\$0.00	\$10,515.98	\$0.00	\$0.00	\$10,515.98
	<b>Year Total:</b>	<b>\$230,892.18</b>	<b>\$0.00</b>	<b>\$230,892.18</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$230,892.18</b>
	C-04	\$2,310.00	\$0.00	\$2,310.00	\$0.00	\$0.00	\$2,310.00
	T-12	\$253.80	\$0.00	\$253.80	\$0.00	\$0.00	\$253.80
<b>Total Of All Funds:</b>		<b>\$233,455.98</b>	<b>\$0.00</b>	<b>\$233,455.98</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$233,455.98</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>
9/15/25 Bill List	various	\$233,455.98

*Scott M. Frueh*

Scott M. Frueh  
Chief Financial Officer

Dated: 9/15/25

**RESOLUTION NO. 25-103**  
**MEETING DATE: 09-15-2025**

**RESOLUTION AUTHORIZING ROBERTS ENGINEERING GROUP, LLC TO  
DESIGN AND CONSTRUCTION ADMINISTRATION/INSPECTION FOR ADDITIONAL REPAIRS  
TO THE "IMPROVEMENTS TO LAKE DRIVE PROJECT"**

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

**WHEREAS**, on or about November 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 "Improvements to Lake Drive Project"); and

**WHEREAS**, under the terms of the municipal aid grant, the Borough is required to make an award of a contract to complete the project on or before November 1, 2025; and

**WHEREAS**, the project has been delayed as a result of maintenance activities required at the Borough's sanitary sewer mains and laterals in Lake Drive. The Borough has been in the process of improving the sanitary sewer main since July 2024 and must now move forward with additional repairs and the roadway improvements on Lake Drive may not take place until the sanitary sewer improvements are completed; and

**WHEREAS**, the Borough Engineer has provided a proposal for the additional repairs to the Borough for the Borough Engineer's work to design and construction administration/inspection in an amount of \$13,000.00; and

**WHEREAS**, the Borough's Chief Financial Officer has certified the availability of funds in the amount not to exceed \$13,000.00.

**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 design and construction administration/inspection the additional repairs for the "Improvements on Lake Drive Project", in a total amount not to exceed \$13,000.00.

**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 September 15, 2025.

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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:

<u>Vendor</u>	<u>Budget Account</u>	<u>Total Award</u>
Roberts Engineering Group, LLC (Lake Drive-sewer main repairs & replacement and lateral replacement)	Capital Ord. 25-12	\$13,000.00

Scott M. Frueh  
Scott M. Frueh  
Chief Financial Officer

Dated: 9/15/25