

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

COUNCIL REGULAR MEETING AGENDA
NOVEMBER 17, 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 received from Roberts Engineering Group, LLC, dated August 12, 2025 regarding Improvements to North Valley Road.
2. Letter received from Roberts Engineering Group, LLC, dated October 24, 2025 regarding Improvements to North Valley Road Change Order No. 1 and Payment No. 2.
3. Letter received from Roberts Engineering Group, LLC, dated November 7, 2025 regarding the Well Vulnerability Survey for Obtaining (SOC) Waiver for 2026-2028.
4. Letter received from Roberts Engineering Group, LLC, dated November 11, 2025 regarding Improvements to Pine Drive Change Order No 4 and Final Payment No. 5.

MINUTES:

1. Regular Council Meeting Minutes – October 6, 2025

ORDINANCES:

First Reading
Ordinance 25-13

Bond Ordinance Providing for Repairs to the Municipal Water Tower, Appropriating \$132,000 Therefor and Authorizing the Issuance of \$132,000 Bonds and Notes to Finance a Portion of the Costs Thereof, Authorized in and by the Borough of Roosevelt, in the County of Monmouth, New Jersey

First Reading
Ordinance 25-14

Bond Ordinance Amending in Part Bond Ordinance No. 2023-06 Adopted on July 3, 2023, Providing for Various Improvements to North Valley Road, in Order to Increase the Allocation of the Appropriation to Costs Permitted Under N.J.S.A. 40A:2-20, Authorized in and by the Borough of Roosevelt, in the County of Monmouth, New Jersey

CONSENT AGENDA RESOLUTIONS:

- Resolution 25-107 Authorizing the Borough of Roosevelt to Enter into a Shared Services Agreement with the Borough of Hightstown Regarding the Repair and Maintenance of Public Water and Sewer Lines, and Public Roads and Streets
- Resolution 25-112 Payment of Bills for November 17, 2025
- Resolution 25-113 2026 Software Support and License Agreement with Edmunds Govtech
- Resolution 25-114 Resolution of the Borough Council of the Borough of Roosevelt Approving Change Order No. 1 and Payment No. 2 to Meco, Inc. for Improvements to North Valley Road
- Resolution 25-115 Resolution Authorizing Roberts Engineering Group, LLC to Assist in Preparing the 2026-2028 Synthetic Organic Compounds (SOC) Sampling Waivers for the Borough of Roosevelt
- Resolution 25-116 Resolution of the Borough Council of the Borough of Roosevelt Approving Change Order No. 4 and Final Payment No. 5 to P.M. Construction Corp. for Improvements to Pine Drive
- Resolution 25-117 Resolution of the Borough Council of the Borough of Roosevelt Waiving September/October Water and Sewer Utility Billings for 5 Cedar Court, Block 2, Lot 51

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:

PUBLIC COMMENT (Any item)

M/Malkin opens the public comment at _____
M/Malkin closes the public comment at _____

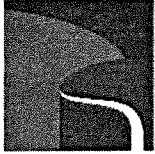
CLOSED SESSION:

- Resolution 25-118 Providing for a Private Executive Meeting that Excludes the Public

ADJOURNMENT

TIME OUT: _____

DRAFT



Roberts

ENGINEERING GROUP LLC
Women Business Enterprise Certified

1670 Whitehorse-Hamilton Square Rd.
Hamilton, New Jersey 08690
609-586-1141 fax 609-586-1143
www.RobertsEngineeringGroup.com

August 12, 2025

Mayor and Council
33 North Rochdale Avenue
P.O. Box 128
Roosevelt, New Jersey 08555

Re: Improvements to North Valley Road
Borough of Roosevelt, Monmouth County, New Jersey
Our File No.: R4414

Dear Mayor and Council:

As you know, the above-referenced project is currently under construction and includes the replacement of an existing off-road stormwater collection pipeline. The Borough has assumed ownership of the pipeline. However, it was not originally constructed within an easement and was therefore originally on private property despite conveying public stormwater runoff.

During the design phase and during early construction, this office, with consultation from the Borough and the Borough Attorney, spent a great deal of time meeting with the six (6) private property owners to discuss their concerns, created easements for filing, modified and redesigned the layout of the stormwater pipeline a number of times, and negotiated with two contractors to determine the final pipeline alignment which is currently under construction.

We spent far more time completing this work than was anticipated and are therefore approaching our budget. We anticipate that we will exceed our budget within 4-weeks. Construction is expected to take place for another 8-weeks.

I request that the Governing Body expand our contract for Construction Administration and Inspection by \$9,000.

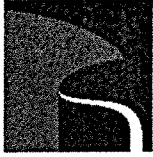
I am available to meet with you at your convenience should you wish to discuss this request in greater detail.

Very truly yours,

A handwritten signature in cursive script that reads "Carmela Roberts".

Carmela Roberts, PE, CME, CPWM
Borough Engineer

cc: Kathleen Hart, RMC, CMR, Borough Clerk
Ana Debevec, Borough Treasurer
Scott Frueh, Borough CFO
Gregory Cannon, Esq., Borough Attorney
Cameron Corini, PE, CME, CPWM, Roberts Engineering Group, LLC
Kelly Pham, EIT, Roberts Engineering Group, LLC



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MEMORANDUM

TO: Mayor and Council
Borough of Roosevelt

FROM: Carmela Roberts, PE, CME, CPWM *CR*
Borough Engineer

DATE: October 24, 2025

RE: Improvements to North Valley Road
Payment No. 2
Our File No.: R4414

Attached please find the following in reference to Payment No. 2 and Change Order No. 1 which is a partial payment through October 3, 2025 for mobilization, traffic control, tree removal, inlet frames and grates, storm pipe, manhole frame and cover, sewer main, concrete curb, driveway repair, milling and paving, fuel and asphalt price adjustments, topsoiling, and seeding.

1. Payment No. 2.
2. Change Order No. 1.
3. Invoice No. 2.
4. Certified Payrolls.
5. Monthly project workforce reports.

Change Order No. 1 increases (5.87%) the original contract cost by \$19,362.07. This change order accounts for adjustments to as-built quantities and the following supplemental pay items. Please recall that an increase of approximately \$20,000.00 was anticipated due to the relocation of the storm pipe as outlined in my March 6, 2025 letter, attached.

Supplemental Pay Item No. 1 - This item covers the cost of repairing the sinkhole on North Valley Road by the Homestead Lane triangle. When repairing the sinkhole, the adjacent curb also required replacement.

Supplemental Pay Item No. 2 - Cost for the storm pipe trench repair as required by the new stormwater system design.

Supplemental Pay Item No. 3 - Installation of a Type 'A' Inlet as part of the new stormwater system design

Improvements to North Valley Road
Payment No. 2
Borough of Roosevelt, Monmouth County, New Jersey
Our File No.: R4414
Page 2 of 2

Supplemental Pay Item No. 4 - During construction, it was found that the existing inlet required reconstruction which was not observable from the surface.

Supplemental Pay Item No. 5 - In order to improve drainage, the manhole in front of #29 North Valley Road was lowered and a new top slab was installed to correctly fit the existing structure.

Supplemental Pay Item No. 6 - The manhole cover in front of #25 North Valley Road was raised to grade to get better slopes and alleviate stormwater concerns more than anticipated.

Supplemental Pay Item No. 7 - The originally proposed Type 'B' Inlet at Station 7+25 was replaced with a Type 'E' inlet instead in order to shift the proposed pipe further away from the existing curbline. This minimized the curb replacement required when installing the new storm pipe.

Supplemental Pay Item No. 8 - During construction of the new storm piping in front of #29 North Valley, it was found that a prior pipe repair existed and resulted in an unanticipated alignment of existing service utilities. The section of storm pipe required redesign and caused a delay to the crew.

Supplemental Pay Item No. 9 - During sewer main construction, the crew observed high flows which prohibited construction until the flows subsided. It was found that the high flows were caused by backwashing at the Water Treatment Plant at Oscar Drive. This caused a short delay with a cost of \$2,500.

Supplemental Pay Item No. 10 - Additional payment for the removal of two (2) trees which were larger than anticipated.

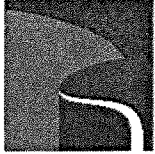
The total recommended amount of \$183,791.03 is split as follows:

Roadway:	\$171,594.93
Sanitary:	\$12,196.10

I recommend payment be made to Meco, Inc. in the amount of \$183,791.03.

Should you have any questions, please do not hesitate to call.

cc: Kathleen Hart, RMC, CMR, Borough Clerk
Ana Debevec, Borough Treasurer
Scott M. Frueh, Borough CFO
Sal Spinelli, Meco, Inc.
Alfredo A. Junior, Meco, Inc.
Maria Laranjeiro, Meco, Inc.
Cameron Corini, PE, CME, CPWM, Roberts Engineering Group, LLC
Giovanni Zangrilli, Roberts Engineering Group, LLC
Stephanie Katz, Roberts Engineering Group, LLC
Kelly Pham, EIT, Roberts Engineering Group, LLC



Roberts

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November 7, 2025

Kathleen Hart, RMC, CMR
Borough Clerk
Borough of Roosevelt
P.O. Box 128
33 North Rochdale Avenue
Roosevelt, New Jersey 08555
Email: clerk@rooseveltnj.us

Re: Well Vulnerability Survey for Obtaining (SOC) Waiver
Borough of Roosevelt, Monmouth County, New Jersey
Our File No.: R4653

Dear Kathleen:

The NJDEP recently provided notice that water systems with underground wells must submit an SOC (Synthetic Organic Compound) Waiver prior to December 14th, 2025. The SOC Waiver means that the water system will not have to monitor for Synthetic Organic Compounds, if the waiver is granted. At this time, we have no reason to believe the waiver will not be granted, but this must be formally requested of the NJDEP. The preparation of the waiver is a lengthy technical process, which we are prepared to complete for the Borough. Please note a similar, but much less intensive waiver request was required in 2023, which was submitted, and the Borough was granted the waiver. However, since then, the NJDEP has made the Vulnerability Analysis much more complex and technical.

Roberts Engineering Group, LLC will prepare the Vulnerability Survey for obtaining an SOC Waiver at a fee not to exceed \$5,000.00. Please note that the waiver must be submitted prior to December 14th, 2025, and therefore, we are asking for your authorization as quickly as possible.

Should you have any questions, please feel free to contact me.

Very truly yours,

A handwritten signature in cursive script that reads "Carmela Roberts".

Carmela Roberts, P.E., C.M.E., C.P.W.M.
Borough Engineer

cc: Mayor and Council
Ana Debevec, Borough Treasurer
Scott M. Frueh, Borough CFO
John Holden, Licensed Water Operator, H2O Services
Cameron Corini, PE, CME, CPWM, Roberts Engineering Group, LLC
Justin Streleckis, PE, Roberts Engineering Group, LLC



MEMORANDUM

TO: Mayor and Council
Borough of Roosevelt

FROM: Carmela Roberts, PE, CME, CPWM *CR*
Borough Engineer

DATE: November 11, 2025

RE: Improvements to Pine Drive
Payment No. 5 Final
Our File No.: R4412

Attached please find the following in reference to Payment No. 5 Final which releases retainage and Change Order No. 4 Final which adjusts the contract quantities to as-built quantities.

The original contract bid for this project was \$667,939.70 and is decreased to a final contract amount of \$568,374.45 (-14.91%).

The total recommended payment amount of \$11,367.49 is funded as follows:

NJDOT Funded:	\$2,737.45
NJIB Funded:	\$7,582.04
<u>Borough Funded:</u>	<u>\$1,048.00</u>
TOTAL:	\$11,367.49

The total breakdown of payments by funding sources is as follows:

NJDOT Funded:	\$136,872.45
NJIB Funded:	\$379,102.00
<u>Borough Funded:</u>	<u>\$52,400.00</u>
TOTAL:	\$568,374.45

The revised breakdowns by payment recommendations are as follows:

	NJDOT (Roadway)	NJDEP (Water)	BOROUGH (Sewer)
Payment No. 1	\$2,307.90	\$224,380.80	\$24,304.00
Payment No. 2	\$10,147.90	\$106,243.76	\$22,736.00
Payment No. 3	\$0.00	\$21,834.40	\$0.00
Payment No. 4	\$121,679.20	\$19,061.00	\$4,312.00
Payment No. 5 Final	\$2,737.45	\$7,582.04	\$1,048.00
TOTAL	\$136,872.45	\$379,102.00	\$52,400.00

Improvements to Pine Drive
Borough of Roosevelt, Monmouth County, New Jersey
Our File No.: R4412
Page 2 of 2

The following closeout documents are enclosed and may be accepted, *subject to review and approval by the Borough Attorney*:

1. 2-Year Maintenance Bond
2. Environmental Maintenance Bond
3. Consent of Surety to Final Payment
4. Acknowledgment of Contractor
5. Contractor's Affidavit and Release
6. Contractor's Release

I recommend the project be closed out and final payment be made to P.M. Construction Corp. in the amount of \$11,367.49.

Should you have any questions, please do not hesitate to call.

cc: Kathleen Hart, RMC, CMR, Borough Clerk
Maria Dellasala, Deputy Borough Clerk
Ana Debevec, Borough Treasurer
Scott M. Frueh, Borough CFO
Esme Severino, PM Construction Corp.
Cameron Corini, PE, CME, CPWM, Roberts Engineering Group, LLC
Kelly Pham, EIT, Roberts Engineering Group, LLC

**BOROUGH OF ROOSEVELT
COUNTY OF MONMOUTH**

**BOND ORDINANCE NO. 2025-13
INTRODUCED DATE: 11-17-25
PUBLIC HEARING DATE: 12-01-2025**

BOND ORDINANCE PROVIDING FOR REPAIRS TO THE MUNICIPAL WATER TOWER, APPROPRIATING \$132,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$132,000 BONDS AND NOTES TO FINANCE A PORTION OF THE COSTS THEREOF, AUTHORIZED IN AND BY THE BOROUGH OF ROOSEVELT, IN THE COUNTY OF MONMOUTH, NEW JERSEY

BE IT ORDAINED by the BOROUGH COUNCIL OF THE BOROUGH OF ROOSEVELT, IN THE COUNTY OF MONMOUTH, STATE OF NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring), AS FOLLOWS:

Section 1. The improvements described in Section 3 of this bond ordinance are hereby authorized as Water/Sewer Utility improvements to be undertaken in and by the Borough of Roosevelt, in the County of Monmouth, New Jersey (the "Borough"). For the improvements or purposes described in Section 3, there is hereby appropriated the sum of \$132,000, said sum being inclusive of all appropriations heretofore made therefor. No down payment is required or appropriated herein, in accordance with N.J.S.A. 40A:2-11c of the Local Bond Law, as this bond ordinance authorizes obligations solely for purposes which are self-liquidating and deductible from the gross debt of the Borough as set forth in N.J.S.A. 40A:2-7h.

Section 2. In order to finance the costs of said improvements or purposes not provided for by the application of the down payment, negotiable bonds are hereby authorized to be issued in the principal amount not to exceed \$132,000, pursuant to the Local Bond Law. In anticipation of the issuance of said bonds and to temporarily finance said improvements or purposes, negotiable bond anticipation notes are hereby authorized to be issued pursuant to and within the limitations prescribed by the Local Bond Law.

Section 3. (a) The improvements hereby authorized and the purposes for which the obligations are to be issued consist of repairs to the municipal water tower, together with all purposes necessary, incidental or appurtenant thereto, all as shown on and in accordance with plans, specifications or requisitions therefor on file with or through the Borough Chief Financial Officer, as finally approved by the governing body of the Borough.

(b) The estimated maximum amount of bonds or notes to be issued for the improvements or purposes described in Section 3(a) hereof is \$132,000, as stated in Section 2 hereof.

(c) The estimated cost of the improvements or purposes described in Section 3(a) hereof is \$132,000, which is equal to the amount of the appropriation herein made therefor.

Section 4. All bond anticipation notes issued hereunder shall mature at such times as may be determined by the chief financial officer of the Borough, provided that no note shall mature

later than one (1) year from its date. All notes issued hereunder may be renewed from time to time subject to the provisions of N.J.S.A. 40A:2-8. The notes shall bear interest at such rate or rates and be in such form as may be determined by the chief financial officer, who shall determine all matters in connection with notes issued pursuant to this ordinance, and the chief financial officer's signature upon the notes shall be conclusive evidence as to all such determinations. The chief financial officer is hereby authorized to sell part or all of the notes from time to time at public or private sale and to deliver them to the purchasers thereof upon receipt of payment of the purchase price plus accrued interest from their dates to the date of delivery thereof. The chief financial officer is directed to report in writing to the governing body at the meeting next succeeding the date when any sale or delivery of such notes occurs, such report shall include the amount, the description, the interest rate and the maturity schedule of the notes sold, the price obtained and the name of the purchaser.

Section 5. The following additional matters are hereby determined, declared, recited and stated:

(a) The improvements or purposes described in Section 3 of this bond ordinance are not a current expense and are improvements or purposes that the Borough may lawfully undertake as Water/Sewer Utility improvements, and no part of the cost thereof has been or shall be specially assessed on property specially benefited thereby.

(b) The average period of usefulness of the improvements or purposes, within the limitations of the Local Bond Law and taking into consideration the amount of the obligations authorized for said purposes, according to the reasonable life thereof computed from the date of the bonds authorized by this bond ordinance, is twenty (20) years.

(c) The Supplemental Debt Statement required by the Local Bond Law has been duly prepared and filed in the office of the Borough Clerk, and a complete executed duplicate thereof has been filed in the office of the Director of the Division of Local Government Services in the Department of Community Affairs of the State of New Jersey. Such Statement shows that the gross debt of the Borough as defined in the Local Bond Law is not increased by the authorization of the \$132,000 bonds and notes provided in this bond ordinance because the purposes authorized herein are self-liquidating and are deductible from the Borough's gross debt in accordance with N.J.S.A. 40A:2-44c and the obligations authorized herein will be within all debt limitations prescribed by said Law.

(d) An aggregate amount not exceeding \$22,000 for interest on said obligations, costs of issuing said obligations, engineering costs, legal fees and other items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included as part of the cost of said improvements and is included in the estimated cost indicated herein for said improvements.

(e) To the extent that moneys of the Borough are used to finance, on an interim basis, costs of said improvements or purposes, the Borough reasonably expects such costs to be paid or reimbursed with the proceeds of obligations issued pursuant hereto.

(f) This bond ordinance authorizes obligations of the Borough solely for purposes described in subparagraph (h) of §40A:2-7 of the Local Bond Law, and the obligations

authorized herein are to be issued for purposes which are self-liquidating within the meaning and limitation of N.J.S.A. 40A:2-45 of said Law and are deductible from the gross debt of the Borough pursuant to N.J.S.A. 40A:2-44c and N.J.S.A. 40A:2-47(a) of said Law.

Section 6. The capital budget of the Borough is hereby amended to conform with the provisions of this ordinance to the extent of any inconsistency herewith. The resolution in the form promulgated by the Local Finance Board showing full detail of the amended capital budget and capital program as approved by the Director of the Division of Local Government Services is on file with the Borough Clerk and is available there for public inspection.

Section 7. Any grant or similar moneys from time to time received by the Borough for the improvements or purposes described in Section 3 hereof, shall be applied either to direct payment of the cost of the improvements within the appropriation herein authorized or to payment of the obligations issued pursuant to this ordinance. The amount of obligations authorized but not issued hereunder shall be reduced to the extent that such funds are received and so used.

Section 8. The full faith and credit of the Borough are hereby pledged to the punctual payment of the principal of and the interest on the obligations authorized by this bond ordinance. The obligations shall be direct, unlimited obligations of the Borough, and, unless paid from other sources, the Borough shall be obligated to levy ad valorem taxes upon all the taxable property within the Borough for the payment of the obligations and the interest thereon without limitation as to rate or amount.

Section 9. This bond ordinance shall take effect twenty (20) days after the first publication thereof after final adoption, as provided by the Local Bond Law.

**BOROUGH OF ROOSEVELT
COUNTY OF MONMOUTH**

**BOND ORDINANCE NO. 2025-14
INTRODUCED DATE: 11-17-2025
PUBLIC HEARING DATE: 12-01-2025**

BOND ORDINANCE AMENDING IN PART BOND ORDINANCE NO. 2023-06 ADOPTED ON JULY 3, 2023, PROVIDING FOR VARIOUS IMPROVEMENTS TO NORTH VALLEY ROAD, IN ORDER TO INCREASE THE ALLOCATION OF THE APPROPRIATION TO COSTS PERMITTED UNDER N.J.S.A. 40A:2-20, AUTHORIZED IN AND BY THE BOROUGH OF ROOSEVELT, IN THE COUNTY OF MONMOUTH, NEW JERSEY

WHEREAS, the Borough of Roosevelt, in the County of Monmouth, New Jersey (the “Borough”) adopted Bond Ordinance No. 2023-06 on July 3, 2023 (the “Prior Ordinance”), authorizing various improvements to North Valley Road; and

WHEREAS, the Borough has determined that the \$70,000 allocation of the \$470,000 appropriation authorized by the Prior Ordinance for purposes permitted under N.J.S.A. 40A:2-20 is insufficient and desires to increase such allocation by \$15,000, to an aggregate amount of \$85,000, without increasing the aggregate appropriation or debt authorization for said purposes, by amendment of the Prior Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the BOROUGH COUNCIL of the BOROUGH OF ROOSEVELT, IN THE COUNTY OF MONMOUTH, STATE OF NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring), AS FOLLOWS:

Section One. Section 5(d) of the Prior Ordinance is hereby amended to read as follows:

(d) An aggregate amount not exceeding \$85,000 for interest on said obligations, costs of issuing said obligations, engineering costs, legal fees and other items of expense listed in and permitted under N.J.S.A. 40A:2-20 is included as part of the cost of said improvements and is included in the estimated cost indicated herein for said improvements.

Section Two. The aggregate appropriation of \$470,000, the aggregate debt authorization of \$238,000, and other authorizations of the Prior Ordinance remain unchanged and are hereby confirmed.

Section Three. All ordinances or parts of ordinances in conflict or inconsistent with any of the terms of this ordinance are hereby repealed to the extent that they are in such conflict or are inconsistent. In the event that any section, part or provision of this ordinance shall be held to be unconstitutional or invalid by any court, such holding shall not affect the validity of this ordinance as a whole, or any part hereof other than the part so held unconstitutional or invalid.

Section Four. This amendatory bond ordinance shall take effect twenty (20) days after the first publication thereof after final passage, as provided in the Local Bond Law, N.J.S.A. 40A:2-1 et seq.

**RESOLUTION NO. 25-107
MEETING DATE: 11-17-2025**

**AUTHORIZING THE BOROUGH OF ROOSEVELT TO ENTER INTO A
SHARED SERVICES AGREEMENT WITH THE BOROUGH OF
HIGHTSTOWN REGARDING THE REPAIR AND MAINTENANCE OF
PUBLIC WATER AND SEWER LINES, AND PUBLIC ROADS AND STREETS**

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

WHEREAS, the Borough of Roosevelt and the Borough of Hightstown wish to encourage inter-municipal cooperation and planning with regard to their common interests in the repair and maintenance of public water and sewer lines, and public streets and roads for the two-year period, January 1, 2026 through December 31, 2027; 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 “Uniform Shared Services and Consolidation Act”, N.J.S.A. 40A:65-1, et seq. authorizes local units of this State to enter into a contract with any other local unit or units for the joint provision within their several jurisdictions of any service which any party to the Agreement is empowered to render within its own jurisdiction; and

WHEREAS, the Parties have negotiated an Agreement relating to the services referenced above.

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 pursuant to “Uniform Shared Services and Consolidation Act”, N.J.S.A. 40A:65-1, et seq., which permits the Borough of Hightstown to provide the services referenced above to the Borough of Roosevelt under the terms and conditions referenced in the Agreement.
2. That the Mayor is authorized to execute and the Municipal Clerk to attest to the Agreement on behalf of the Borough of Roosevelt.
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.

ROLL CALL:

AYES:

NAYS:

ABSTAIN:

ABSENT:

Certification

I HEREBY CERTIFY the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 17, 2025

Kathleen Hart
Borough Clerk

SHARED SERVICES AGREEMENT

This **AGREEMENT** made this ____ of _____, 20__ and between

BOROUGH OF HIGHTSTOWN

156 Bank Street Hightstown
New Jersey 08520

AND

BOROUGH OF ROOSEVELT

33 North Rochdale Avenue
Post Office Box 128
Roosevelt, New Jersey 08555

WHEREAS, the Borough of Hightstown and the Borough of 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 of public water and sewer lines and public roads and

WHEREAS, the Parties recognize that shared service agreements may yield certain economies and efficiencies to the residents of the Parties in the delivery of the services; and

WHEREAS, N.J.S.A. 40:48-5 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 Uniform Shared Services Act", N.J.S.A. 40A:65-1 et seq., authorized local units of this State to enter into a contract with any other local unit or units for the joint provision within their several jurisdictions of any service which any Party to the agreement is empowered to render within its own jurisdiction; and

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

NOW, THEREFORE, BE AND IT IS HEREBY AGREED by and between the Parties as follows:

1. The Borough of Hightstown shall provide the following services to the Borough of Roosevelt, on an as-needed basis as requested by the Borough of Roosevelt: (a) Repair of water main breaks; (b) Repair of sewer blockages; and (c) Other repair and maintenance of public water and sewer lines, and public roads and streets. The Borough reserves the right to deny the provision of such services if providing same would cause an undue hardship to the Borough.

2. The services referenced in the preceding Paragraph shall be performed by the Borough of Hightstown at the following rates: (a) Foreman - \$150.00 per hour;

(b) Operator - \$100.00 per hour; and (c) Laborer - \$80.00 per hour. A Foreman shall be required for every service performed under this Agreement. If services are required after or before the hours of 7 am to 3:30 pm or on a Holiday, the above-mentioned rates shall be increased by 50% per hour.

3. The Borough of Hightstown shall charge the following rates for equipment utilized in connection with services performed under this Agreement: (a) Backhoe - \$275.00 per day; (b) Air compressor - \$125.00 per day; (c) Mud pump (2-1/2") - \$50.00 per day; (d) Dump truck- \$125.00 per day; (e) Sewer camera \$45.00 per hour; (f) Wood chipper - \$125.00 per day; (g) Sewer Jet \$120.00 per day; (h) Vacuum Unit \$60.00 per hour; (i) Cut off - \$55.00 per day; (j) Leaf Vacuum - \$200.00 per day . If the need for other equipment arises, rates shall be determined by the Public Works Superintendent and Hightstown Administrator.

4. The rates specified in sections 2 and 3 will be effective starting from the moment the Hightstown employees and equipment depart from the Hightstown Department of Public Works yard, and they will end upon their return to the same yard.

5. On the first working day of each month, the Borough of Hightstown shall bill the Borough of Roosevelt for all services provided during the previous month. Payment shall be made by the Borough of Roosevelt by the 20th of each month for services rendered during the prior month.

6. Absent negligence on the part of the Borough of Hightstown, its agents, officers and employees, the Borough of Roosevelt hereby covenants and agrees to release, indemnify, defend and hold harmless the Borough of Hightstown, its agents, officers and employees, from and against any and all claims, demands, losses, expenses, attorneys fees, cause of action, judgments, lawsuits, proceedings, damages, and liability which may be asserted or claimed by the borough of Roosevelt and which relate in any way to, or arise in any way from, any acts or omissions of the Borough of Hightstown, its agents, officers and employees, resulting from this Agreement.

7. The term of this Agreement shall be through December 31, 2027, with the right to renew upon such terms and conditions as are agreed upon by the Parties at that time. Prior to that time, either Party may terminate this Agreement upon thirty (30) days advance written notice without penalty.

8. This Agreement shall be interpreted in accordance with the rights of the Parties hereto and shall be governed by the laws of the State of New Jersey.

9. This Agreement sets forth the entire agreement between the Parties concerning the subject matter hereof and shall not be modified or amended by an instrument in writing signed by the Parties.

10. This Agreement shall be binding upon the Parties and their legal representatives, successors and assigns.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be signed by their respective officers duly authorized, and to be duly attested, and to have their respective corporate seals affixed hereunto, and have caused this Agreement to be dated as of the day and year first written above.

ATTEST:

THE BOROUGH OF HIGHTSTOWN

Margaret Riggio, Borough Clerk

Susan Bluth, Mayor

Date:_____

ATTEST:

THE BOROUGH OF ROOSEVELT

Kathleen Hart, Borough Clerk

Peggy Malkin, Mayor

Date:_____

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

**RESOLUTION NO. 25-112
MEETING DATE: 11-17-2025**

PAYMENT OF BILLS FOR NOVEMBER 17, 2025

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

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

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

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

ROLL CALL:

AYES:

NAYS:

ABSTAIN:

ABSENT:

CERTIFICATION

I HEREBY CERTIFY the foregoing to be a true copy of a resolution adopted by the Borough
Council at a meeting held on November 17, 2025.

Kathleen Hart
Borough Clerk

11-17-25 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
AFFOR005	25-00685	11/04/25	AFFORDABLE TREE SERVICE, LLC	CURBSIDE BRANCH PICKUP NOV2025	Open	\$1,950.00	\$0.00		
ALPHA005	25-00128	02/21/25	ALPHADOG SOLUTIONS, INC.	2025 WEBSITE MANAGEMENT	Open	\$720.00	\$0.00		B
ATRAJ005	25-00683	10/30/25	ATRA JANITORIAL SUPPLY CO, INC	RESTROOM TOWELS FOR DISPENSEF	Open	\$84.54	\$0.00		
BOARD005	25-00662	10/22/25	BOARD OF FIRE COMMISSIONERS OF	2025 FIRE/BLS-RETRO FOR 1/Q/25	Open	\$4,978.50	\$0.00		
	25-00663	10/22/25		2025 FIRE/BLS-RETRO FOR 2/Q/25	Open	\$4,978.50	\$0.00		
	25-00664	10/22/25		2025 FIRE/BLS-RETRO FOR 3/Q/25	Open	\$4,978.50	\$0.00		
				Vendor Total:		\$14,935.50			
BOROU005	25-00679	10/27/25	BOROUGH OF HIGHTSTOWN	SOLID WASTE CONTRACT:NOV 2025	Open	\$6,274.17	\$0.00		
	25-00681	10/28/25		LANDFILL TIPPING FEES:SEP 2025	Open	\$2,314.89	\$0.00		
				Vendor Total:		\$8,589.06			
CMRSF005	25-00654	10/21/25	CMRS-FP	POSTAGE FOR POSTAGE MACHINE	Open	\$320.00	\$0.00		
CONOV005	25-00697	11/10/25	CONOVER BUILDING MAINTENANCE	NOV 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
	25-00651	10/20/25		ON-SITE IT SERVICES:9/9/25	Open	\$48.40	\$0.00		
				Vendor Total:		\$501.94			
DEBEV005	25-00655	10/21/25	DEBEVEC, ANA	REIMB:POSTAGE FOR FLYER	Open	\$97.57	\$0.00		
	25-00684	11/03/25		REIMB:POSTAGE FOR FLYER	Open	\$97.57	\$0.00		
				Vendor Total:		\$195.14			
DONAT005	25-00668	10/24/25	DONATO, ESQ., MICHELE	PB REVIEW-JCP&L	Open	\$503.35	\$0.00		
	25-00670	10/24/25		PLANNING BOARD 9/7-9/30/25	Open	\$537.75	\$0.00		
				Vendor Total:		\$1,041.10			
DRALA005	25-00579	09/16/25	DR. ALAN DUBOWY, DVM	RABIES CLINIC 11/6/25	Open	\$150.00	\$0.00		
GANNE005	25-00694	11/10/25	GANNETT NJ NEWSPAPERS	OCT 2025 NOTICES	Open	\$78.76	\$0.00		

BOROUGH OF ROOSEVELT
Bill List By Vendor Name

11/13/2025

12:14 PM

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
HOLDE005		HOLDEN, JOHN B.					
25-00091	02/10/25	2025 WATER PLANT MANAGEMENT	Open	\$5,415.00	\$0.00		B
25-00691	11/06/25	ADDITIONAL SERVICES-OCT 2025	Open	\$298.13	\$0.00		
		Vendor Total:		\$5,713.13			
INTER015		INTERSTATE WASTE SERVICES, INC					
25-00015	01/13/25	2025 RECYCLING CONTRACT	Open	\$3,577.00	\$0.00		B
JWKEN005		J.W. KENNEDY, LLC					
25-00657	10/22/25	BORO HALL-ANNUAL FIRE EXT INSP	Open	\$135.00	\$0.00		
25-00658	10/22/25	DPW GARAGE-ANNUAL FIRE EXT INS	Open	\$212.09	\$0.00		
25-00659	10/22/25	SEWER PLANT-ANNUAL FIRE EXT	Open	\$272.79	\$0.00		
25-00660	10/22/25	WATER PLANT-ANNUAL FIRE EXT	Open	\$350.54	\$0.00		
		Vendor Total:		\$970.42			
JCPL0005		JCP & L					
25-00689	11/05/25	OCT 2025 ELECTRIC SERVICE	Open	\$1,235.31	\$0.00		
25-00690	11/05/25	W/S-OCT 2025 ELECTRIC SERVICE	Open	\$7,555.88	\$0.00		
		Vendor Total:		\$8,791.19			
JERSE005		JERSEY AUTO SUPPLY					
25-00627	10/08/25	NEW BATTERY-FORD F250	Open	\$125.99	\$0.00		
KLENZ005		KLENZOID, INC.					
25-00650	10/20/25	WATER-KLENPHOS 10/10/25	Open	\$3,780.00	\$0.00		
LEAF0005		LEAF COMMERCIAL CAPITAL, INC.					
25-00680	10/28/25	KYOCERA COPIER PYMT 24 OF 60	Open	\$171.48	\$0.00		
LYONS005		LYONS ENVIRONMENTAL SERV, LLC					
25-00081	02/03/25	2025 SEWER PLANT MANAGEMENT	Open	\$9,750.00	\$0.00		B
MECOI005		MECO, INC.					
25-00191	03/20/25	IMPROVEMENTS:NORTH VALLEY ROA	Open	\$183,791.03	\$0.00		B
MONMO005		MONMOUTH COUNTY BOARD OF					
25-00692	11/06/25	2025 RECORDS ACCESS FEE	Open	\$500.00	\$0.00		
NJADV005		NJ ADVANCE MEDIA					
25-00647	10/17/25	LEGAL NOTICES-8/21 & 8/29/25	Open	\$53.04	\$0.00		
25-00648	10/17/25	LEGAL NOTICES-9/23 & 9/24/25	Open	\$27.82	\$0.00		
		Vendor Total:		\$80.86			
ORKIN005		ORKIN PEST CONTROL SERVICE					
25-00667	10/24/25	OCT 2025 PEST CONTROL	Open	\$63.00	\$0.00		
PMCON005		P.M. CONSTRUCTION CORP.					
23-00412	08/10/23	IMPROVEMENTS:PINE DRIVE	Open	\$11,367.49	\$0.00		B
PETTY005		PETTY CASH					
25-00653	10/21/25	REIMBURSE PETTY CASH	Open	\$5.98	\$0.00		

BOROUGH OF ROOSEVELT
Bill List By Vendor Name

Vendor #	Name	Status	Amount	Void Amount	Contract	PO Type
P.O. #	PO Date Description					
PETTY005	PETTY CASH	<i>Account Continued</i>				
25-00686	11/04/25 REIMBURSE PETTY CASH	Open	\$7.58	\$0.00		
25-00687	11/04/25 REIMBURSE PETTY CASH	Open	\$17.76	\$0.00		
25-00695	11/10/25 REIMBURSE PETTY CASH	Open	\$17.05	\$0.00		
	Vendor Total:		\$48.37			
PSEGC005	PSE & G CO.					
25-00698	11/12/25 OCT 2025 GAS SERVICE	Open	\$156.12	\$0.00		
ROBER005	ROBERTS ENGINEERING GROUP, LLC					
22-00437	07/27/22 ROAD IMPROVEMENTS:TAMARA DRIV	Open	\$3,320.00	\$0.00		B
25-00584	09/17/25 SEWER MAIN REPAIR/REPLACE:LAKE	Open	\$999.00	\$0.00		B
25-00665	10/23/25 STORMWATER MAPPING	Open	\$500.00	\$0.00		
25-00666	10/24/25 STORMWATER MAPPING	Open	\$175.00	\$0.00		
25-00669	10/24/25 PB REVIEW-JCP&L	Open	\$32.50	\$0.00		
25-00671	10/24/25 ATTEND 9/16/25 PB MEETING	Open	\$175.00	\$0.00		
25-00672	10/24/25 WATER TANK INSPECTION	Open	\$582.50	\$0.00		
25-00673	10/24/25 TRENCH SETTLEMENT @ BORO HALL	Open	\$175.00	\$0.00		
25-00674	10/24/25 ATTEND NJDEP SEMINARS	Open	\$350.00	\$0.00		
25-00675	10/24/25 STORMWATER MAPPING	Open	\$125.00	\$0.00		
25-00676	10/27/25 ENG REVIEW RE:W & S CONNECTION	Open	\$920.50	\$0.00		
	Vendor Total:		\$7,354.50			
ROOSE005	ROOSEVELT BOARD OF EDUCATION					
25-00677	10/27/25 NOV 2025 SCHOOL TAXES	Open	\$160,045.00	\$0.00		
SHORE005	SHORE BUSINESS SOLUTIONS					
25-00696	11/10/25 USAGE 9/21/25-10/20/25	Open	\$6.27	\$0.00		
STAPL005	STAPLES BUSINESS ADVANTAGE					
25-00602	09/29/25 OFFICE SUPPLIES	Open	\$125.22	\$0.00		
25-00649	10/20/25 OFFICE & JANITORIAL SUPPLIES	Open	\$197.12	\$0.00		
25-00652	10/20/25 REFRESHMENTS FOR MEETINGS	Open	\$88.74	\$0.00		
	Vendor Total:		\$411.08			
SUTPH005	SUTPHEN MEMORIAL, INC.					
25-00371	06/05/25 2025 CEMETERY MANAGEMENT	Open	\$775.00	\$0.00		B
THEHO010	THE HOME DEPOT					
25-00637	10/15/25 THERMASTAT COVERS (2)	Open	\$45.96	\$0.00		
THOMA005	THOMAS PLANNING ASSOCIATES,LLC					
25-00693	11/06/25 PB REVIEW-JCP&L	Open	\$1,085.00	\$0.00		
TOWNS015	TOWNSHIP OF MANALAPAN					
25-00678	10/27/25 ANIMAL CONTROL SERV-NOV 2025	Open	\$1,041.66	\$0.00		
VERIZ015	VERIZON					
25-00656	10/21/25 PHONE/INTERNET-OCT 2025	Open	\$832.42	\$0.00		

Total Purchase Orders: 63 Total P.O. Line Items: 0 Total List Amount: \$429,272.90 Total Void Amount: \$0.00

BOROUGH OF ROOSEVELT
Bill List By Vendor Name

11/13/2025

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Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
	5-01	\$197,102.20	\$0.00	\$197,102.20	\$0.00	\$0.00	\$197,102.20
	5-09	\$28,529.33	\$0.00	\$28,529.33	\$0.00	\$0.00	\$28,529.33
	Year Total:	\$225,631.53	\$0.00	\$225,631.53	\$0.00	\$0.00	\$225,631.53
	C-04	\$177,652.38	\$0.00	\$177,652.38	\$0.00	\$0.00	\$177,652.38
	C-08	\$21,825.14	\$0.00	\$21,825.14	\$0.00	\$0.00	\$21,825.14
	Year Total:	\$199,477.52	\$0.00	\$199,477.52	\$0.00	\$0.00	\$199,477.52
	G-02	\$1,622.50	\$0.00	\$1,622.50	\$0.00	\$0.00	\$1,622.50
	T-12	\$2,541.35	\$0.00	\$2,541.35	\$0.00	\$0.00	\$2,541.35
Total Of All Funds:		\$429,272.90	\$0.00	\$429,272.90	\$0.00	\$0.00	\$429,272.90

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:

Vendor	Budget Account	Total Award
11/17/25 Bill List	various	\$429,272.90

Scott M. Frueh

Scott M. Frueh
Chief Financial Officer

Dated: 11/17/25

RESOLUTION NO. 25-113
MEETING DATE: 11-17-2025

2026 SOFTWARE SUPPORT AND LICENSE AGREEMENT WITH EDMUNDS GOVTECH

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

WHEREAS, the Borough of Roosevelt wishes to maintain a software support and license agreement for the Roosevelt Administrative Offices from Edmunds GovTech for CY2026 as follows:

HOSTING (LEVEL I)	\$ 3,179.90
TAX COLLECTIONS	\$ 2,848.23
FINANCIAL ACCOUNTING	\$ 4,269.24
UTILITY BILLING	\$ 2,992.22
MCSJ WIPP TAX ANNUAL FEE	\$ 1,552.45
MCSJ WIPP UTILITY ANNUAL FEE	<u>\$ 1,552.45</u>
TOTAL	<u>\$16,394.49</u>

WHEREAS, the purchase of goods and services by local contracting units is authorized by Local Public Contracts Laws, N.J.S.40A:11-12; and

WHEREAS, the actual cost for the support agreements listed herein shall be \$16,394.49 for calendar year 2026; and

WHEREAS, the CFO has certified that funds will be available in the 2026 Temporary Budget for the purpose stated in this resolution.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Roosevelt, County of Monmouth, State of New Jersey, hereby authorize the Mayor or the Borough Treasurer/Purchasing Agent to execute the support agreements for computer software and maintenance as described herein for the calendar year 2026.

BE IT FURTHER RESOLVED that a copy of this Resolution, certified by the Borough Clerk to be a true copy, is forwarded to the following: Edmunds GovTech, Chief Financial Officer, Treasurer and Tax Collector.

ROLL CALL:

AYES:

NAYS:

ABSTAIN:

ABSENT:

CERTIFICATION

I HEREBY CERTIFY the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 17, 2025.

Kathleen Hart
Borough Clerk

BOROUGH OF ROOSEVELT

I, Scott M. Frueh, Chief Financial Officer of the Borough of Roosevelt, do hereby certify that funds will be appropriated in the **2026 temporary budget** for the following contract to be awarded:

<u>Vendor</u>	<u>Budget Account</u>	<u>Total Award</u>
Edmunds GovTech (2026 Software Maint & Cloud Hosting)	Data Processing-O/E, W/S-O/E	16,394.49

Scott M. Frueh

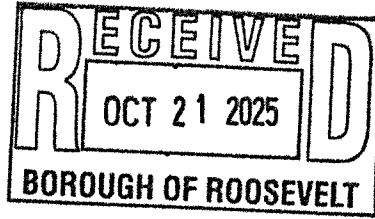
Scott M. Frueh
Chief Financial Officer

Dated: 11/17/25



Edmunds GovTech
 301 Tilton Road
 Northfield, NJ 08225

Thank you for your business! Please contact us at AR@Edmundsgovtech.com with questions regarding this invoice.



INVOICE

Invoice #: 25-IN9324
 Invoice Date: 10/01/2025
 Payment Terms: Net 90
 Due Date: 1/01/2026

Description: 2026 Software Maintenance & Cloud Hosting

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

QTY	SERVICE ID	DESCRIPTION	UNIT PRICE	AMOUNT	NOTES
1	1-OS-9037-7	Hosting (Level I)	\$3179.9	\$3,179.90	Contract #: 22-1177-4
1	1-FM-0012-5	Finance Super Suite Maintenance	\$4269.24	\$4,269.24	Contract #: LSW-C0595-5
1	1-RM-1307-5	Real Property Tax Billing Maintenance	\$2848.23	\$2,848.23	Contract #: LSW-C0595-5
1	1-RM-1315-5	WIPP - Tax Maintenance	\$1552.45	\$1,552.45	Contract #: LSW-C0595-5
1	1-RM-1310-5	Utility Billing & Collections Maintenance	\$2992.22	\$2,992.22	Contract #: LSW-C0595-5
1	1-RM-1317-5	WIPP - Utility Maintenance	\$1552.45	\$1,552.45	Contract #: LSW-C0595-5
TOTAL:				\$16,394.49	
PAYMENTS/ CREDITS APPLIED:				\$0.00	
TOTAL AMOUNT DUE:				\$16,394.49	

Proven Solutions That Power Local Government

www.edmundsgovtech.com || 609-645-7333 || ACH payment information available upon request
 Terms & Conditions for services provided are available at <https://go.edmundsgovtech.com/terms>

October 1, 2025

Dear Customer:

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

Over the past year, EGT has continued its path of strategic growth and investment — enhancing our teams, expanding our software capabilities, strengthening infrastructure, and deepening our customer support services. These investments are designed to ensure that we remain a trusted, long-term partner of yours for decades to come.

Looking ahead, we remain focused on providing innovative, secure, and future-ready solutions that meet the evolving needs of our customers. To support this commitment, we will be implementing a price adjustment for the upcoming service year. This includes a 5% increase for all software modules and hosting services. These updates ensure we can continue to enhance your experience while delivering dependable, long-term value.

Your annual service period will run from January 1, 2026, to December 31, 2026. For your convenience, we have attached your corresponding invoice to this letter. We kindly request that you submit a purchase order for the amount indicated on the enclosed invoice(s).

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

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

Best regards,

Edmunds GovTech

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

**RESOLUTION NO. 25-114
MEETING DATE: 11-17-2025**

**RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF ROOSEVELT
APPROVING CHANGE ORDER NO. 1 AND PAYMENT NO. 2 TO MECO, INC. FOR
IMPROVEMENTS TO NORTH VALLEY ROAD**

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

WHEREAS, by Resolution 25-53, dated March 17, 2025, the Borough of Roosevelt (the “Borough”) awarded a contract to Meco, Inc. (the “Contractor”) in the amount of \$329,623.80 for Improvements to North Valley Road (the “Project”); and

WHEREAS, the Contractor submitted Change Order No. 1 for additional work as required in the field, as-built quantity adjustments and supplemental pay item 1 through 10, which resulted in an increase of \$19,362.07; increasing the total contract amount to \$348,985.87; and

WHEREAS, the Chief Finance Officer has certified that funds are available for this change order; and

WHEREAS, the Contractor further submitted Request for Payment No. 2 in the amount of \$183,791.03 through October 3, 2025; and

WHEREAS, the Borough Engineer has inspected the Project and approved the Contractor’s Change Order No. 1 and the Contractor’s Request for Payment No. 2.

NOW, THEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of Roosevelt, County of Monmouth, State of New Jersey, does hereby approve Change Order No. 1 and Request for Payment No. 2 in the amount of \$183,791.03 to Meco, Inc., which are attached hereto as Exhibit A.

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to Meco, Inc.; Scott Frueh, CFO; Ana Debevec, Treasurer/Purchasing Agent; Carmela Roberts, Borough Engineer.

ROLL CALL:

AYES:

NAYS:

ABSTAIN:

ABSENT:

CERTIFICATION

I HEREBY CERTIFY the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 17, 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 Change Order No. 1:

Vendor	Budget Account	Total Award
Meco, Inc. (Improvements to NVR)	Bond Ord. 23-06	\$19,362.07

Scott M. Frueh
Scott M. Frueh
Chief Financial Officer

Dated: 11/17/25

**RESOLUTION NO. 25-115
MEETING DATE: 11-17-2025**

**RESOLUTION AUTHORIZING ROBERTS ENGINEERING GROUP, LLC TO
ASSIST IN PREPARING THE 2026-2028 SYNTHETIC ORGANIC COMPOUNDS (SOC)
SAMPLING WAIVERS FOR THE BOROUGH OF ROOSEVELT**

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

WHEREAS, the NJDEP requires a 2026-2028 Synthetic Organic Compounds (SOC) sampling waivers for the Water Treatment Plant (WTP) due December 14, 2025; and

WHEREAS, the Borough Engineer will perform the necessary work to assist the Water Treatment Plant Operator in submitting the proper Well Vulnerability Surveys required by the NJDEP at a cost not to exceed \$5,000.00; and

WHEREAS, the Borough's Chief Financial Officer has certified the availability of funds in the amount not to exceed \$5,000.00.

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 perform the necessary work to assist the Water Treatment Plant Operator in submitting the proper Well Vulnerability Surveys for the 2026-2028 Synthetic Organic Compounds (SOC) sampling waivers in an amount not to exceed \$5,000.00.

BE IT FURTHER RESOLVED, that a certified copy of this resolution be sent to the Chief Financial Officer, Purchasing Agent, Water Treatment Plant Operator 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 November 17, 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:

<u>Vendor</u>	<u>Budget Account</u>	<u>Total Award</u>
Roberts Engineering Group	Water -O/E	\$5,000.00

(Well Vulnerability Surveys and SOC (Synthetic Organic Compounds) Sampling Waivers)

Scott M. Frueh

Scott M. Frueh
Chief Financial Officer

Dated: 11/17/25

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

**RESOLUTION NO. 25-116
MEETING DATE: 11-17-2025**

**RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF ROOSEVELT
APPROVING CHANGE ORDER NO. 4 AND FINAL PAYMENT NO. 5 TO P.M.
CONSTRUCTION CORP. FOR IMPROVEMENTS TO PINE DRIVE**

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

WHEREAS, by Resolution 23-53, dated May 1, 2023, the Borough of Roosevelt (the “Borough”) awarded a contract to P.M. Construction Corp. (the “Contractor”) in the amount of \$667,939.70 for Improvements to Pine Drive (the “Project”); and

WHEREAS, in connection with the contract for the Project, the Contractor has submitted Change Order No. 4, which adjusts the contract quantities to as-built quantities and reduces the original contract price by \$99,565.25 to \$568,374.45, and Request for Final Payment No. 5; and

WHEREAS, the Borough Engineer has inspected the Project and approved Change Order No. 4 and Final Payment No. 5.

NOW, THEREFORE, BE IT RESOLVED, by the Borough Council of the Borough of Roosevelt, County of Monmouth, State of New Jersey that the Borough Council does hereby approve Change Order No.4 and Request for Final Payment No. 5 in the amount of \$11,367.49 attached hereto as Exhibit A.

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to:

1. P.M. Construction Corp.
2. Scott Frueh, CFO
3. Ana Debevec, Treasurer/Purchasing Agent
4. Carmela Roberts, Borough Engineer

ROLL CALL:

AYES:

NAYS:

ABSTAIN:

ABSENT:

CERTIFICATION

I HEREBY CERTIFY the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 17, 2025.

Kathleen Hart
Borough Clerk

**RESOLUTION NO. 25-117
MEETING DATE: 11-17-2025**

**RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF ROOSEVELT
WAIVING SEPTEMBER/OCTOBER WATER AND SEWER UTILITY BILLINGS FOR 5
CEDAR COURT, BLOCK 2, LOT 51**

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

WHEREAS, the Borough of Roosevelt, County of Monmouth, State of New Jersey (the “Borough”) operates public water and sewer utilities that provide such services to certain properties within the Borough; and

WHEREAS, the property known as 5 Cedar Court, Block 2, Lot 51 (the “Property”) maintains utility accounts with the Borough; and

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

WHEREAS, during the months of September and October 2025, the Borough billed the Property’s utility accounts for structures that were no longer habitable and/or no longer existed upon the Property; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Governing Body of the Borough of Roosevelt, County of Monmouth, State of New Jersey does hereby authorize the Borough CFO and Tax Collector to cancel and/or waive the Property’s water/sewer utility bill for September/October 2025 in the amount of \$372.00; and

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

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

ROLL CALL:

AYES:

NAYS:

ABSTAIN:

ABSENT:

CERTIFICATION

I HEREBY CERTIFY the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on November 17, 2025.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 25-118
MEETING DATE: 11-17-2025

**PROVIDING FOR A PRIVATE EXECUTIVE MEETING THAT
EXCLUDES THE PUBLIC**

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

WHEREAS, the “Open Public Meetings Act” enacted October 21, 1975 permits a public body to exclude the public from meetings or portions thereof wherein matters are to be discussed which are exempted from the requirements of the Act; and

WHEREAS, the said Act requires that prior to the holding of a meeting or portion thereof from which the public shall be excluded, the public body should adopt a Resolution at a public meeting providing for the holding of a private meeting; and

WHEREAS, the Borough Council of the Borough of Roosevelt has determined that a meeting should be held from which the public should be excluded in order to discuss a subject which is exempted under the said Act.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council, as follows:

- That the next portion of this meeting be held in Private Session.
- That the general nature of the matter(s) to be discussed relate to the matters:
 - a. Contracts – Hightstown Shared Service Agreement for Solid Waste Agreement 2025-2030
- That no official action will be taken at the meeting but Minutes shall be kept and shall be available to the public after official action on the subject matter has been taken.
- It is anticipated the discussion conducted in closed session can be disclosed to the public after no further action is required in the matter.

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 November 17, 2025.

Kathleen Hart
Borough Clerk