

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

COUNCIL REGULAR MEETING AGENDA
DECEMBER 16, 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. Received from the Monmouth County Board of County Canvassers a Statement of Determination regarding the Roosevelt Borough Public Question was approved.
2. Received from the Monmouth County Board of County Canvassers a Statement of Determination regarding the General Election of November 4, 2025 that the persons listed were duly elected.
3. Letter received from Roberts Engineering Group, dated December 11, 2025 requesting a resolution from the Council authorize to advertise for bids for the Amphitheater project.

MINUTES:

1. Regular Council Meeting Minutes – November 17, 2025
2. Closed Council Meeting Minutes – November 17, 2025
3. Regular Council Meeting Minutes – December 1, 2025
4. Closed Council Meeting Minutes – December 1, 2025

CONSENT AGENDA RESOLUTIONS:

Resolution 25-121 Payment of Bills for December 16, 2025
Resolution 25-122 Resolution Authorizing the Award of a Non-Fair and Open
Contract for Professional Information Technology Services for 2026 to
Cross Over Networks, LLC

- Resolution 25-123 Resolution Authorizing the Award of a Non-Fair and Open Contract for Professional Website Services for 2026 to AlphaDog
- Resolution 25-124 Resolution Requesting Approval of Items of Revenue and Appropriation N.J.S.A. 40A:4-87
- Resolution 25-125 Resolution Requesting Approval of Items of Revenue and Appropriation N.J.S.A. 40A:4-87
- Resolution 25-126 Resolution Authorizing Transfer of Appropriations for 2025
- Resolution 25-127 Resolution Declaring Results of the November 4, 2025 General Election Regarding the Roosevelt Borough Public Question
- Resolution 25-128 Resolution Establishing the 2026 Annual Schedule of Public Meetings for the Roosevelt Borough Council
- Resolution 25-129 A Resolution Adopting the Borough's New Personnel Policies and Procedures Manual and Employee Handbook Pursuant to the Municipal Excess Liability Joint Insurance Fund's Recommended Employment Practices
- Resolution 25-130 Resolution Augmenting Contract for Professional Landscape Architect Services with 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 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 25-131 Providing for a Private Executive Meeting that Excludes the Public

ADJOURNMENT

TIME OUT: _____

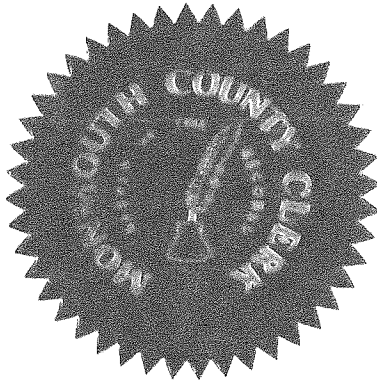
**MONMOUTH COUNTY, NEW JERSEY
GENERAL ELECTION, NOVEMBER 4th, 2025**

STATEMENT OF DETERMINATION

This statement of the determination of the board of county canvassers, relative to the election held in the county of Monmouth on the fourth day of November, two thousand and twenty-five, for the election of:

Roosevelt Borough Public Question

The said Board has determined that at said Election, the public question was **Approved**



I DO HEREBY CERTIFY that this is a true, full and correct statement of the determination of the Board of Canvassers herein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand this seventeenth day of November two thousand and twenty-five.

A handwritten signature in cursive script, appearing to read "Eileen Kean". The signature is written in dark ink and is positioned above a horizontal line.

Eileen Kean
Chair, Board of County Canvassers

ATTEST:

A handwritten signature in cursive script, appearing to read "Christine Giordano Hanlon". The signature is written in dark ink and is positioned above a horizontal line.

Christine Giordano Hanlon
Clerk, Board of County Canvassers

**MONMOUTH COUNTY
GENERAL ELECTION, NOVEMBER 4, 2025**

Statement of Determination

This STATEMENT of the determination of the Board of County Canvassers, relative to the election held in the County of Monmouth on the Fourth day of November, two thousand and twenty-five, for the election of:

Roosevelt Borough
Member of the Borough Council, Full Term
Member of the Borough Council, One Year Unexpired Term

The said board does determine that at said election the following person(s) listed were duly elected.

I DO HEREBY CERTIFY that the foregoing is a true, full and correct statement of the determination of the Board of Canvassers therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand this seventeenth day of November, two thousand and twenty-five.

Edward Keen Chair, Board of County Canvassers

Attest: Christine Gondara
Clerk, Board of County Canvassers

GENERAL ELECTION
Tuesday, November 4, 2025
Monmouth County
Official List
Municipal Winners

11/24/2025

ABERDEEN TOWNSHIP

MAYOR-Full Term-Vote For One

Gregory Cannon (D) Democratic

COUNCILMEMBERS AT-LARGE-Full Term-Vote for Two

Margaret Montone (D) Democratic

Pedro Mirabal (D) Democratic

ALLENHURST BOROUGH – non-partisan - May

NO MUNICIPAL OFFICES

ALLENTOWN BOROUGH

BOROUGH COUNCIL-Full Term-Vote for Two

Daniel Payson (I) Allentown Together

Martha A. Johnson (I) Allentown First Committee

ASBURY PARK CITY – non-partisan - Nov.

NO MUNICIPAL OFFICES

ATLANTIC HIGHLANDS BOROUGH

BOROUGH COUNCIL-Full Term-Vote for Two

Brian W. Gorseger (D) Democratic

Kathleen Scatassa (D) Democratic

AVON BOROUGH – non-partisan - Nov.

NO MUNICIPAL OFFICES

BELMAR BOROUGH

BOROUGH COUNCIL-Full Term-Vote for Two

Michael DeBlasio (R) Republican

Kevin Moroney (R) Republican

BRADLEY BEACH BOROUGH

COUNCIL MEMBERS AT LARGE - Full Term - Vote For Four

- Mitchell J. Karp (I) Better Bradley Together, Proudly Serving You
- Paul D. Nowicki (I) Better Bradley Together, Proudly Serving You
- Jane DeNoble (I) Better Bradley Together, Proudly Serving You
- Shana Greenblatt (I) Better Bradley Together, Proudly Serving You

BRIELLE BOROUGH

BOROUGH COUNCIL-Full Term-Vote for Two

- Christine M. Laufer (R) Republican
- Michael A. Gianforte (R) Republican

COLTS NECK TOWNSHIP

TOWNSHIP COMMITTEE-Full Term-Vote for One

- John Tobia (R) Republican

DEAL BOROUGH - non-partisan - May

NO MUNICIPAL OFFICES

EATONTOWN BOROUGH

BOROUGH COUNCIL-Full Term-Vote for Two

- Virginia M. East (D) Democratic
- Meir Araman (D) Democratic

ENGLISHTOWN BOROUGH

BOROUGH COUNCIL-Full Term-Vote for Two

- Brenden Sharkey (R) Republican
- Sean Atterbury (R) Republican

BOROUGH COUNCIL-Two Year Unexpired Term-Vote for Two

- John Alite (R) Republican
- Patsy Fierro (R) Republican

BOROUGH COUNCIL-One Year Unexpired Term-Vote for One

- Janet Leonardis (R) Republican

FAIR HAVEN BOROUGH

BOROUGH COUNCIL-Full Term-Vote for Two

- Kevin J. Griffin (R) Republican
- Christina Malecki (D) Democratic

FARMINGDALE BOROUGH

BOROUGH COUNCIL-Full Term-Vote for Two
Colleen D. Sagan (R) Republican
George Dyevoitch (R) Republican

FREEHOLD BOROUGH

BOROUGH COUNCIL-Full Term-Vote for Two
Margaret Rogers (D) Democratic
Adam Reich (D) Democratic

FREEHOLD TOWNSHIP

TOWNSHIP COMMITTEE-Full Term-Vote for One
Maureen Fasano (R) Republican

HAZLET TOWNSHIP

TOWNSHIP COMMITTEE-Full Term-Vote for Two
James A. Cavuto (R) Republican
Robert Preston Jr. (R) Republican

HIGHLANDS BOROUGH

MAYOR - Full Term - Vote For One
Carolyn Broullon (I) We Are All In This Together

HOLMDEL TOWNSHIP

TOWNSHIP COMMITTEE-Full Term-Vote for Two
Gregory Buontempo (R) Republican
Brian Foster (R) Republican

HOWELL TOWNSHIP

COUNCILMEMBER AT-LARGE- One Year Unexpired Term - Vote For One
Michael Wrubel (R) Republican

INTERLAKEN BOROUGH

BOROUGH COUNCIL-Full Term-Vote for Two
Leonard Biasucci (R) Republican
John R. Butler (R) Republican

KEANSBURG BOROUGH - non-partisan - May

NO MUNICIPAL OFFICES

KEYPORT BOROUGH

BOROUGH COUNCIL-Full Term-Vote for Two
Vincent Kyne (D) Democratic
Alissa Pecora (D) Democratic

LAKE COMO BOROUGH

BOROUGH COUNCIL-Full Term-Vote for Two
Andrew Reiners (D) Democratic
Hawley Scull (D) Democratic

LITTLE SILVER BOROUGH

BOROUGH COUNCIL-Full Term-Vote for Two
Elizabeth Giblin (R) Republican
Donald Galante (R) Republican

LOCH ARBOUR VILLAGE – non-partisan – May

NO MUNICIPAL OFFICES

LONG BRANCH CITY

COUNCILMEMBER AT LARGE - Unexpired Term - Vote For One
Glen Rassas (I) Lifelong Commitment to Long Branch

MANALAPAN TOWNSHIP

TOWNSHIP COMMITTEE-Full Term-Vote for Two
Mary Ann Musich (R) Republican
Eric Nelson (R) Republican

MANASQUAN BOROUGH

BOROUGH COUNCIL-Full Term-Vote for Two
Bruce D. Bresnahan (R) Republican
Gregg Olivera (R) Republican

MARLBORO TOWNSHIP

COUNCILMEMBERS AT-LARGE-Full Term-Vote for Three
Antoinette Dinuzzo (R) Republican
Michael Milman (R) Republican
Nicholas Stella (R) Republican

MATAWAN BOROUGH

BOROUGH COUNCIL-Full Term-Vote for Two
Megan L. Taraszkewicz (D) Democratic
Daniel R. DeZaio (D) Democratic

MIDDLETOWN TOWNSHIP

TOWNSHIP COMMITTEE-Full Term-Vote for Two
Rick Hibell (R) Republican
Kevin M. Settembrino (R) Republican

MILLSTONE TOWNSHIP

TOWNSHIP COMMITTEE-Full Term-Vote for One
Albert Ferro (R) Republican

MONMOUTH BEACH BOROUGH – non-partisan - May

NO MUNICIPAL OFFICES

NEPTUNE CITY BOROUGH

BOROUGH COUNCIL-Full Term-Vote for Two
Aaron Anthony Williams (D) Democratic
Robert W. Johnson II (D) Democratic

BOROUGH COUNCIL-Two Year Unexpired Term-Vote for One
Corlies Chong (D) Democratic

NEPTUNE TOWNSHIP

TOWNSHIP COMMITTEE-Full Term-Vote for Two
Robert Lane Jr. (D) Democratic
Tassie York (D) Democratic

TOWNSHIP COMMITTEE-One Year Unexpired Term-Vote for One
Bryan Acciani (D) Democratic

OCEAN TOWNSHIP

COUNCILMEMBER AT LARGE - Unexpired Term - Vote For One
Grace Anne Talarico (I) A Voice For Ocean Residents

OCEANPORT BOROUGH

BOROUGH COUNCIL-Full Term-Vote for Two
Patricia Cooper (R) Republican
Kara Manna (R) Republican

RED BANK BOROUGH

BOROUGH COUNCIL-Full Term-Vote for Four
Kristina Bonatakis (I) Red Bank's Ready
Ben Forest (I) Red Bank's Ready
Laura M. Jannone (I) Red Bank's Ready
Ben Yuro (I) Red Bank's Ready

ROOSEVELT BOROUGH

BOROUGH COUNCIL-Full Term-Vote for Two
Danelle Feigenbaum (D) Democratic
Constance Herrstrom (D) Democratic

BOROUGH COUNCIL-One Year Unexpired Term-Vote For One
Claudia Luongo (D) Democratic

RUMSON BOROUGH

BOROUGH COUNCIL-Full Term-Vote for Two
James C. Kingsbery (R) Republican
Michael F. Lospinuso (R) Republican

SEA BRIGHT BOROUGH

BOROUGH COUNCIL-Full Term-Vote for Two
Samuel A. Catalano (R) Republican
Heather Payne Gorman (I) Sea Bright Independent

SEA GIRT BOROUGH

BOROUGH COUNCIL-Full Term-Vote for Two
Bryan Perry (R) Republican
Tom Downey (R) Republican

SHREWSBURY BOROUGH

BOROUGH COUNCIL-Full Term-Vote For Two
Christopher McAvoy (R) Republican
Christopher Martinetti (R) Republican

BOROUGH COUNCIL-One Year Unexpired Term-Vote For One
Devon Morton (R) Republican

SHREWSBURY TOWNSHIP

TOWNSHIP COMMITTEE-Full Term-Vote for One
Glenwood J. Puhak (D) Democratic

SPRING LAKE BOROUGH

BOROUGH COUNCIL-Full Term-Vote for Two
Joseph T. Erbe Jr. (R) Republican
Edwin J. Hale (R) Republican

SPRING LAKE HEIGHTS BOROUGH

BOROUGH COUNCIL-Full Term-Vote for Two
William K. Gratz (R) Republican
Dayton Lonsdale (R) Republican

TINTON FALLS BOROUGH

MAYOR - Full Term - Vote For One
Risa Clay (I) Team Tinton Falls

COUNCILMEMBERS AT LARGE - Full Term - Vote For Two
Greg Alessi (I) Team Tinton Falls
Lawrence A. Neis (I) Team Tinton Falls

COUNCILMEMBER AT LARGE - Two Year Unexpired Term - Vote For One
Kashyap "Kash" Parikh (I) Team Tinton Falls

UNION BEACH BOROUGH

BOROUGH COUNCIL-Full Term-Vote for Two
Albert Lewandowski (R) Republican
Louis Riccardi (R) Republican

UPPER FREEHOLD TOWNSHIP

TOWNSHIP COMMITTEE-Full Term-Vote for Two
LoriSue H. Mount (R) Republican
Stanley Moslowski Jr. (R) Republican

WALL TOWNSHIP

TOWNSHIP COMMITTEE-Full Term-Vote for Two
Kevin P. Orender (R) Republican
Timothy J. Clayton (R) Republican

WEST LONG BRANCH BOROUGH

BOROUGH COUNCIL-Full Term-Vote for Two
Stephen A. Bray (R) Republican
James P. Gomez (R) Republican

BOROUGH COUNCIL-One Year Unexpired Term-Vote for One
Barbara Ruane (R) Republican



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

December 11, 2025

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

Re: Amphitheater Improvements
Borough of Roosevelt, Monmouth County, New Jersey
Our File No.: R4504

Dear Mayor and Council:

This letter is to request authorization to advertise for bids for the Amphitheater Improvements project. We are working closely with the Borough's design consultant to complete the specifications for the project, and we are anticipating we will advertise for bids on January 15, 2026. Please provide a resolution authorizing advertisement as soon as possible.

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

Very truly yours,

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

cc: Kathleen Hart, RMC, CMR, Borough Clerk
Ana Debevec, Borough Treasurer
Scott M. Frueh, Borough CFO
Greg Cannon, Esq., Borough Attorney
Dave Sitler, ETM Associates, LLC
Cameron Corini, P.E., C.M.E., C.P.W.M., Roberts Engineering Group, LLC

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

**RESOLUTION NO. 25-121
MEETING DATE: 12-16-2025**

PAYMENT OF BILLS FOR DECEMBER 16, 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 December 16, 2025.

Kathleen Hart
Borough Clerk

12-22-25 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>Bld: 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	25-00128	02/21/25	ALPHADOG SOLUTIONS, INC.	2025 WEBSITE MANAGEMENT	Open	\$720.00	\$0.00		B
BOARD005	25-00712	11/20/25	BOARD OF FIRE COMMISSIONERS OF	2025 FIRE/BLS SERVICES:4/Q/25	Open	\$41,372.25	\$0.00		
BOROU005	25-00710	11/20/25	BOROUGH OF HIGHTSTOWN	SOLID WASTE CONTRACT:DEC 2025	Open	\$6,274.13	\$0.00		
	25-00748	12/10/25		LANDFILL TIPPING FEES:NOV.2025	Open	\$2,169.23	\$0.00		
Vendor Total:						\$8,443.36			
CARRO005	25-00732	12/03/25	CARROLL PARTS	PARTS TO REPAIR HEATER @ WTP	Open	\$611.23	\$0.00		
CMRSF005	25-00723	12/01/25	CMRS-FP	POSTAGE FOR POSTAGE METER	Open	\$275.00	\$0.00		
CONOV005	25-00726	12/01/25	CONOVER BUILDING MAINTENANCE	DEC 2025 SERVICES	Open	\$223.89	\$0.00		
FREEH005	25-00733	12/03/25	FREEHOLD SOIL CONSERVATION	RE-EXAM FEE:NORTH VALLEY ROAD	Open	\$760.00	\$0.00		
HOLDE005	25-00091	02/10/25	HOLDEN, JOHN B.	2025 WATER PLANT MANAGEMENT	Open	\$5,415.00	\$0.00		B
	25-00736	12/04/25		ADDITIONAL SERVICES-NOV 2025	Open	\$63.50	\$0.00		
Vendor Total:						\$5,478.50			
INTER015	25-00015	01/13/25	INTERSTATE WASTE SERVICES, INC	2025 RECYCLING CONTRACT	Open	\$3,577.00	\$0.00		B
JCPL0005	25-00745	12/10/25	JCP & L	NOV 2025 ELECTRIC SERVICE	Open	\$1,259.32	\$0.00		
	25-00746	12/10/25		W/S-NOV 2025 ELECTRIC SERVICE	Open	\$4,550.22	\$0.00		
Vendor Total:						\$5,809.54			
LEAF0005	25-00725	12/01/25	LEAF COMMERCIAL CAPITAL, INC.	KYOCERA COPIER PYMT 25 OF 60	Open	\$171.48	\$0.00		
LYONS005	25-00081	02/03/25	LYONS ENVIRONMENTAL SERV, LLC	2025 SEWER PLANT MANAGEMENT	Open	\$9,750.00	\$0.00		B
	25-00739	12/08/25		ADDTL SERVICES 11/5-11/26/25	Open	\$1,779.96	\$0.00		
	25-00747	12/10/25		WATER TEST 11/?	Open	\$50.00	\$0.00		
Vendor Total:						\$11,579.96			
MGLFO005	25-00516	08/14/25	MGL FORMS-SYSTEMS, LLC	2026 DOG LICENSES	Open	\$431.00	\$0.00		

BOROUGH OF ROOSEVELT
Bill List By Vendor Name

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Vold Amount	Contract	PO Type
MGLFO005		MGL FORMS-SYSTEMS, LLC	<i>Account Continued</i>				
ORKIN005		ORKIN PEST CONTROL SERVICE					
25-00475	07/28/25	TREAT/REMOVE WASP NEST @ WELL	Open	\$175.00	\$0.00		
25-00570	09/10/25	TREAT YELLOW JACKET NEST	Open	\$250.00	\$0.00		
		Vendor Total:		\$425.00			
PASSA005		PASSAIC VALLEY SEWERAGE					
25-00744	12/10/25	SLUDGE DISPOSAL-NOV 2025	Open	\$604.80	\$0.00		
PETTY005		PETTY CASH					
25-00729	12/02/25	REIMBURSE PETTY CASH	Open	\$89.66	\$0.00		
25-00737	12/04/25	REIMBURSE PETTY CASH	Open	\$17.05	\$0.00		
25-00740	12/09/25	REIMBURSE PETTY CASH	Open	\$83.61	\$0.00		
25-00741	12/09/25	REIMBURSE PETTY CASH	Open	\$60.00	\$0.00		
25-00743	12/10/25	REIMBURSE PETTY CASH	Open	\$90.65	\$0.00		
		Vendor Total:		\$340.97			
ROBER005		ROBERTS ENGINEERING GROUP, LLC					
22-00437	07/27/22	ROAD IMPROVEMENTS:TAMARA DRIV	Open	\$181.25	\$0.00		B
24-00090	02/07/24	REPLACE TRICKLING FILTERS	Open	\$525.00	\$0.00		B
25-00584	09/17/25	SEWER MAIN REPAIR/REPLACE:LAKE	Open	\$87.50	\$0.00		B
25-00661	10/22/25	WATERSHED INVENTORY REPORT	Open	\$222.50	\$0.00		B
25-00727	12/02/25	PB REVIEW-JCP&L	Open	\$396.00	\$0.00		
25-00728	12/02/25	ATTEND 10/30/25 PB MEETING	Open	\$396.00	\$0.00		
25-00730	12/02/25	TRENCH SETTLEMENT @ BORO HALL	Open	\$87.50	\$0.00		
25-00731	12/02/25	NJDEP INSP REPORT,WELL SURVEY	Open	\$361.50	\$0.00		
		Vendor Total:		\$2,257.25			
ROOSE005		ROOSEVELT BOARD OF EDUCATION					
25-00713	11/20/25	DEC 2025 SCHOOL TAXES	Open	\$160,045.00	\$0.00		
RUSSE005		RUSSELL REID, INC.					
25-00100	02/11/25	2025 SLUDGE REMOVAL	Open	\$933.66	\$0.00		B
SHORE005		SHORE BUSINESS SOLUTIONS					
25-00734	12/04/25	USAGE 10/21/25-11/20/25	Open	\$1.33	\$0.00		
SUTPH005		SUTPHEN MEMORIAL, INC.					
25-00371	06/05/25	2025 CEMETERY MANAGEMENT	Open	\$775.00	\$0.00		B
TOWNS015		TOWNSHIP OF MANALAPAN					
25-00711	11/20/25	ANIMAL CONTROL SERV-DEC 2025	Open	\$1,041.74	\$0.00		
TREEW005		TREE WISE MEN, LLC					
25-00719	11/25/25	REMOVE DEAD TREES:CEMETERY	Open	\$1,500.00	\$0.00		

Total Purchase Orders: 40 Total P.O. Line Items: 0 Total List Amount: \$247,377.96 Total Vold Amount: \$0.00

BOROUGH OF ROOSEVELT
Bill List By Vendor Name

12/22/2025

01:35 PM

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
	5-01	\$221,133.34	\$0.00	\$221,133.34	\$0.00	\$0.00	\$221,133.34
	5-09	\$24,294.87	\$0.00	\$24,294.87	\$0.00	\$0.00	\$24,294.87
	Year Total:	\$245,428.21	\$0.00	\$245,428.21	\$0.00	\$0.00	\$245,428.21
	C-04	\$941.25	\$0.00	\$941.25	\$0.00	\$0.00	\$941.25
	C-08	\$612.50	\$0.00	\$612.50	\$0.00	\$0.00	\$612.50
	Year Total:	\$1,553.75	\$0.00	\$1,553.75	\$0.00	\$0.00	\$1,553.75
	T-12	\$396.00	\$0.00	\$396.00	\$0.00	\$0.00	\$396.00
Total Of All Funds:		\$247,377.96	\$0.00	\$247,377.96	\$0.00	\$0.00	\$247,377.96

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>
12/22/25 Bill List	various	\$247,377.96

Scott M. Frueh

Scott M. Frueh
Chief Financial Officer

Dated: 12/22/25

RESOLUTION NO. 25-122
MEETING DATE: 12-16-2025

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN
CONTRACT FOR PROFESSIONAL INFORMATION TECHNOLOGY SERVICES FOR
2026 TO CROSS OVER NETWORKS, LLC**

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

WHEREAS, the Borough of Roosevelt, County of Monmouth, State of New Jersey (the “Borough”) has a need to retain the professional services of an information technology company as a non-fair and open contract pursuant to the provisions of N.J.S.A. 40A:11-1, *et seq.*; and

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

WHEREAS, Cross Over Networks, LLC, 34 Almond Drive, Toms River, NJ 08753, shall complete and submit a Business Entity Disclosure Certification which certifies that Cross Over Networks, LLC has not made any reportable contributions to a political or candidate committee in the Borough of Roosevelt in the previous one year, and that the contract will prohibit Cross Over Networks, LLC from making any reportable contributions through the term of the contract.

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

1. Cross Over Networks, LLC, 34 Almond Drive, Toms River, NJ 08753 is hereby appointed to provide professional information technology services to the Borough for 2026, and awards the contract which is annexed hereto as Exhibit A and made a part hereof (the “Contract”), in accordance with N.J.S.A. 40A:11-1, *et seq.*
2. The Mayor or other appropriate official of the Borough, on behalf of the Borough, is hereby authorized and directed to execute the Contract.
3. That this Resolution is subject to the availability of funds for the Contract and payment for services described therein and/or any subsequent approvals granted by the Governing Body from time-to-time under the terms of the Contract.
4. That a notice in accordance with this resolution and the Local Public Contracts Law shall be published one time in Asbury Park Press.
5. That an executed copy of the Contract and a copy of this resolution shall be filed in the office of the Borough Clerk and be available there for public inspection in accordance with the law.

6. That this resolution shall take effect immediately.

ROLL CALL:

AYES:

NAYS:

ABSTAIN:

ABSENT:

CERTIFICATION

I HEREBY CERTIFY the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on December 16, 2025.

Kathleen Hart
Borough Clerk

Information Technology Service Contract

January 1st 2026 through December 31st 2026

A) Overview

This document outlines the goals, process, timeline, and terms under which Cross Over Networks LLC will provide an information technology maintenance solution to the Borough of Roosevelt, located at 33 North Rochdale Avenue, P.O. Box 128, Roosevelt, NJ 08555. Upon execution, the terms and conditions specified herein will become binding and may only be modified through mutual written consent by both parties. For the purposes of this document, the Borough of Roosevelt will be referred to as "the Client."

B) Current Network Assumptions:

The maintenance proposal assumes that the client's network architecture remains consistent with the system previously implemented by Cross Over Networks, except for the migration of the domain controller and file server from a Windows platform to a Linux Synology platform. No other significant changes to the network have been anticipated since last year.

C) Scope of IT Services

Cross Over Networks LLC will provide support for the following aspects of the client's network:

- PC support
- Remote Client VPNs
- Network routers and firewalls
- Network switches
- WiFi controller and access points
- Network printers
- Domain controller and file server
- Managed backup services
- Configuration backups and firmware updates for network equipment
- Liaison support for data service providers
- Liaison support for Office 365 email
- Email archiving

Appendices:

- **Appendix A:** Details the current network elements being supported.
- **Appendix B:** Outlines charges for antivirus, backup, printer services, and email archiving.

D) Scope Definitions

These definitions apply to the services provided by Cross Over Networks for the client.

Projects -vs- Maintenance

For the purposes of this service contract, a project is defined as a work effort with a clearly defined start and end date that introduces changes to the system's status quo. Projects are typically longer in duration, often exceeding one day.

Maintenance, on the other hand, refers to ongoing, short-duration tasks that preserve the status quo and ensure the health of the established system.

New project installations fall outside the scope of this maintenance agreement and will be billed separately.

PC and Server Software

- **Updates and Patches:**
 - Windows operating system updates and security patches will be applied on weekends where feasible.
 - For servers that cannot experience downtime, updates will be scheduled in advance with the client.
 - **Client Software:**
 - Updates will follow the manufacturer's recommendations.
 - Software that is unsupported by its manufacturer cannot be fully supported by Cross Over Networks.
 - Applications and operating systems that are end-of-life or fail to meet manufacturer system requirements may have limited support. Resolving issues arising from outdated software may require upgrading as the only viable solution.
 - **Server Applications:**
 - For software applications requiring SQL or other databases, the application manufacturer is responsible for database configuration.
 - **Antivirus Requirements:**
 - All PCs, Macs, physical servers, and virtual servers must have current and active antivirus software.
-

PC and Server Hardware

- **Hardware Limitations:**
 - Servers that fail to meet software manufacturers' minimum hardware requirements may experience performance issues.
 - Current trends suggest a hardware life expectancy of approximately six years before performance degradation.
 - Cross Over Networks cannot fully support hardware that is unsupported by its manufacturer or software running on such hardware.
 - **Outdated Hardware:**
 - While Cross Over Networks will attempt to address issues arising from outdated hardware, upgrading may be the only practical resolution.
-

Network Hardware and Software

- **Manufacturer Support:**
 - Network hardware and software must be supported by their manufacturers to receive full support.
 - This includes, but is not limited to, WiFi controllers, access points, routers, and Ethernet switches.
- **Aging Equipment:**

- Older network equipment may face limitations in protocols, security, and features.
- While Cross Over Networks can attempt to resolve issues caused by outdated equipment, a resolution may not always be feasible.

Items Provided by the Client

- Reliable AC power to all equipment
- Licenses for all end-user software
- Licenses for all server software
- Network and server-related administrative passwords

Items Not Covered Under the Maintenance Contract

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

Hardware Spare Parts

Cross Over Networks does not sell or maintain a spare parts inventory. The client is responsible for managing their spare parts inventory but can receive recommendations for parts to purchase directly from Cross Over Networks.

Licensing

Cross Over Networks does not hold reseller licensing agreements with Adobe or Microsoft, limiting its ability to manage licenses on behalf of clients. Additionally, if the licenses are tied to individual users, Cross Over Networks faces further constraints.

Client Initiated Network Changes

Changes to network hardware made by the client without notifying Cross Over Networks are not covered by this contract. Any downtime, damages, or data loss resulting from these changes are the client's responsibility. Additionally, time spent correcting these changes will be billed separately from this contract.

Client Initiated Software changes and Installations

Changes to software and configurations made by the client without Cross Over Networks' knowledge are not covered by this contract. Consequently, any downtime, damages, or data loss resulting from such changes will not be the responsibility of Cross Over Networks. Additionally, time spent correcting these changes will be billed outside of this contract. Cross Over Networks also cannot be held liable for data loss incurred due to users accepting viruses from emails, web-based scripts, Outlook scripts, or any other infected media, as recovering damages from such incidents falls outside the flat rate maintenance agreement and will be billed separately.

Backup, Restoration & Disaster Recovery

Cross Over Networks conducts nightly backups of both the file share and the domain controller hosted on the Synology NAS appliance, with the data securely stored in a cloud service.

Additionally, the images of the four local PCs are routinely backed up to the appliance as well. The cloud backups maintain version control. Network equipment, encompassing routers, switches, and controllers, typically possesses static configurations that remain unchanged on a daily basis. Consequently, backups occur both prior to and following any configuration modifications. For further details concerning the items being backed up, please refer to Appendix B.

Cloud Services

Cross Over Networks can manage cloud services, including Office and G-Suite email, on behalf of clients. This contract covers common maintenance tasks such as adds, moves, changes, password resets, and license allocations.

To ensure proper support, the email client software, like Outlook, must be current and compatible with modern authentication protocols. If the email client does not meet the cloud provider's requirements, Cross Over Networks cannot fully support that configuration. While it may be possible to attempt configuration of older, non-supported software, such efforts are generally unsuccessful.

Designing advanced workflows and third-party API integrations falls outside the scope of this contract. However, for Office SharePoint applications, tasks like managing user permissions and minor updates are included. Designing new sites, on the other hand, is not included in the scope of this contract.

Email Archiving

Cross Over Networks utilizes a cloud platform called Libraesva, which integrates seamlessly with Microsoft Office 365. Clients are billed based on the number of active Office users, with no limits on mailbox size. Historical archived emails incur no additional charges, and archived emails from the previous system are imported into the new one. The platform employs Office App authentication and Journaling, eliminating the need for individual user passwords.

Remote support

Cross Over Networks provides most of its support remotely through specialized software tools and specific network configurations. To effectively support the client's network, Cross Over Networks requires the following:

- . Remote management software for PCs, Macs, and servers.
- . Remote VPN access to the LAN(s) via the supported router.

Site Visit Charges

While Cross Over Networks primarily offers support through remote access, we implement a site visit fee to cover transportation costs. For in-contract site visits, we charge \$070 per mile traveled, in accordance with the Internal Revenue Service's published standard mileage rate. Mileage is determined based on the distance reported by Google Maps between the client's location and Cross Over Networks' offices.

Business Hours

Cross Over Networks operates during standard U.S. federal holidays and business hours, which are Monday through Friday from 9AM to 5PM EST. Any service calls, emails, or text messages requiring immediate attention outside of these hours will incur additional charges not covered by the service contract.

Passwords and Documentation

Cross Over Networks will release passwords and documentation solely to authorized client representatives. If sensitive information is requested from third-party vendors, it will be provided directly to the client, who may then share it with the vendor. Cross Over Networks is not liable for downtime, data loss, or damages resulting from changes made by third-party networks after the information is released. Additionally, time spent correcting such changes will be billed outside of this contract.

Internet Service Providers

By granting Cross Over Networks technical access to the client's service provider account, Cross Over Networks can assist in resolving technical issues on the client's behalf. Cross Over Networks is equipped to open and track technical issues for the client. However, all matters related to billing and service level agreements remain the sole responsibility of the client.

Printer Management

Cross Over Networks employs a cloud-based printer management solution known as PrinterLogic, which adeptly oversees all network-connected client printer connections. This approach to printer management negates the necessity for a traditional print server and significantly diminishes printer-related challenges. Further details regarding this service can be found in Appendix B.

Network Architecture Design and consulting

Cross Over Networks is equipped to complete cyber security documentation; however, larger-scale cyber security initiatives are classified as projects and fall outside the scope of this maintenance contract. Regarding cyber security questionnaires, Cross Over Networks can only respond to inquiries pertinent to the assistance provided to the client. Inquiries concerning client cyber training, cyber procedures, programs, internal workflows, and response plans remain the responsibility of the client.

Biohazards, Communicable diseases, Covid-19

Cross Over Networks adheres rigorously to the guidelines and protocols set forth by the CDC concerning biohazards and communicable diseases, including COVID-19. Should any member of Cross Over Networks present symptoms related to these conditions or have had contact with confirmed cases, our operations will transition exclusively to remote support. On-site visits may only resume once the requisite quarantine, testing, and symptom management protocols have been thoroughly completed.

Furthermore, if any member of the Client's team shows symptoms consistent with or has been in contact with individuals who have tested positive for these conditions, our engagement will similarly shift to remote support. On-site visits may be reinstated only after adhering to the recommended quarantine, testing, and symptom management protocols.

Cross Over Networks will refrain from operating in environments that present biohazards, including asbestos, silica dust, toxic chemicals, carcinogens, mold, or mildew.

Moreover, Cross Over Networks will not conduct operations in environments deemed unsafe according to OSHA standards.

Help Desk Ticketing

At Cross Over Networks, we employ a ticketing system to effectively monitor and resolve issues. Tickets may be created from any supported PC or server, or alternatively, by sending an email to crossover@syncroemail.com. For those who prefer to reach us by phone to report issues, we kindly ask that each end-user opens a corresponding ticket, ensuring that all matters are properly tracked and documented.

Client Remote VPN Support Requirements

Cross Over Networks mandates that remote sites must have internet access with a minimum bandwidth of Mbps in both directions for VPN connections to their primary business network. If a site has limited or no internet access, support cannot be offered. Additionally, some personal end-user devices may not be compatible with the VPN software due to factors like age, operating system, installed software, hardware configuration, or existing viruses. Occasionally, a client's home network may be configured with the same subnet as the business network, which is also not supported.

Moreover, Cross Over Networks only extends support for remote access to the client's office network environment and explicitly excludes support for personally owned devices. This contract does not cover the setup of personal printers within the work network or assistance in configuring personal PCs and Macs.

E) Pricing:

IT remote Support:

Cross Over Networks offers unlimited remote support during office hours for a monthly fee of \$135.92. We strive to minimize costs wherever possible by performing all support remotely.

IT Onsite Support:

For onsite assistance, Cross Over Networks charges \$125.56 per hour, per technician. Additionally, a site visit fee is incurred, calculated at \$0.70 per mile based on the distance traveled.

IT support outside of office hours:

For assistance beyond regular business hours, our hourly rate for a network technician is \$155.52, applicable to both onsite and remote support.

File, Server, and NAS Backup:

Refer to Appendix B for comprehensive details on backup charges. Based on historical data, Cross Over Networks estimates the monthly backup costs to be \$87.55.

AntiVirus:

Appendix B also outlines the charges associated with antivirus clients. From historical insights, we estimate monthly antivirus expenses to be around \$48.38.

Printer Logic:

Management of printers through Printer Logic is detailed in Appendix B. Based on prior data, Cross Over Networks estimates the monthly charges for Printer Logic services to be \$13.82.

Email Archiving

With Office implemented, we charge \$8.64 per Office user for unlimited storage. Currently, with 22 email users, the total monthly fee would amount to \$190.12.

Out of Contract service rate:

For new project work and items not covered within the framework of this agreement, Cross Over Networks applies a labor rate of \$155.52 per hour for each technician.

F) Execution of Agreement:

This agreement shall be deemed executed upon the satisfaction of the following conditions:

1. Cross Over Networks must receive this document, duly signed and dated by an authorized representative from both parties.
2. Cross Over Networks is to obtain the initial month's payment as stipulated in the terms of this agreement.

Start of Service

Cross Over Networks is obligated to commence service under this agreement no later than 30 days following its execution. The actual commencement date of service shall be mutually agreed upon by the client and Cross Over Networks. Should the client wish to postpone the start of service beyond the thirty-day period, written notice of this intention must be provided to Cross Over Networks.

Grace Period

Both the client and Cross Over Networks LLC shall reassess this agreement for feasibility at the conclusion of the initial 30 days of service. At that time, either party may terminate this agreement without incurring any penalties or refunds.

Term of the Agreement

The Service Agreement will take effect upon the start of service and shall remain valid for one year from that date. Future contracts will be constructed on an annual basis and are subject to mutual agreement for renewal.

Transfer of Service

Cross Over Networks LLC provides these services solely for the corporate technological needs of the client. This service shall not be sold, assigned, distributed, or transferred in any manner to any other party or organization.

Termination of agreement

Should either party desire to terminate this service agreement, the terminating party must furnish written notice of such intent to the other party at least thirty (30) days prior to the proposed termination date. As of the effective date of termination, the client shall be responsible for settling any outstanding balances, as well as any unpaid monthly charges.

G) Billing:

Invoices will be issued on a monthly basis, reflecting the services rendered throughout the preceding period. Each invoice will include a detailed summary highlighting the work performed, ensuring transparency and clarity for both parties involved. This structured approach not only simplifies the billing process but also fosters a mutual understanding of the services provided. By signing this agreement, both parties acknowledge and consent to these billing practices, paving the way for a professional and trustworthy partnership moving forward. The undersigned affirm their agreement to the specified terms and conditions outlined above.

Authorized Borough of Roosevelt Representative

Date

Authorized Cross Over Networks LLC Representative

Date

Appendix A - Schedule of in scope network elements
PCs Supported

PC Name	Primary User	comments
BOR-RAW10 (Hunter VM PC)	Hunter Technologies	
CLERK PC	Clerk	
FRONTOFFICEPC	Assistant Clerk	
ROOSEVELT-PC2	Payments & Billing	
ROOSEVELT-PC3	Finance	
ROOSEVELT-LT01	Sam	

Servers Supported

Server Name	Primary User	comments
Dell VM-Host	Hunter Technologies	Only one active Virtual machine remains
Synology NAS appliance	Domain Users	Domain Controller & File Server

Network Devices Supported

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

Data and Voice Service Provider Liaison

Service Provider Location	Internet Service Provider
Borough	1

Email Service Provider Liaison

Service Provider Location	Hosted Email Service
Office 365 Cloud	1

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

Backup Charges

Location	Name	Storage 3TB	1TB
Borough Hall	Domain Controller	\$87.55	\$11.52/TB over 4TB
	Synology Appliance		
	ROOSEVELT-PC3		
	CLERKPC		
	FRONTOFFICEPC		
	ROOSEVELT-PC2		

Based on the current usage the estimated monthly server backup charges would be \$87.55/month.

AntiVirus Summary

AntiVirus Users	Price/client	Total
7	6.91	\$48.38

Based on the current usage we estimate the AntiVirus monthly charge to be \$48.38/month.

Printers with Printer Logic

Managed Printers	Price/client	Total
1	13.82	\$13.82

Based on the current usage we estimate the Printer Logic monthly charge to be \$13.82/month.

Email Archiving

Office 365 users	Price/client	Total
22	\$8.64	\$190.12

Based on the current usage we estimate the Email Archiving monthly charge to be \$190.12/month.

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>
Cross Over Networks, LLC	Data Processing	5,605.32

Scott M. Frueh

Scott M. Frueh
Chief Financial Officer

Dated: 12/16/25

RESOLUTION NO. 25-123
MEETING DATE: 12-16-2025

**RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN
CONTRACT FOR PROFESSIONAL WEBSITE SERVICES FOR 2026 TO ALPHADOG**

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

WHEREAS, the Borough of Roosevelt, County of Monmouth, State of New Jersey (the “Borough”) has a need to retain the professional services of a website service company as a non-fair and open contract pursuant to the provisions of N.J.S.A. 40A:11-1, *et seq.*; and

WHEREAS, the Borough has determined that the value of the services is not to exceed the bid threshold of \$17,500.00; and

WHEREAS, AlphaDog, 335 Union Avenue, Belleville, NJ 07109, shall complete and submit a Business Entity Disclosure Certification which certifies that AlphaDog 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 AlphaDog from making any reportable contributions through the term of the contract.

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

1. Alpha Dog, 335 Union Avenue, Belleville, NJ 07109 is hereby appointed to provide professional website services to the Borough for 2026, and awards the contract which is annexed hereto as Exhibit A and made a part hereof (the “Contract”), in accordance with N.J.S.A. 40A:11-1, *et seq.*
2. The Mayor or other appropriate official of the Borough, on behalf of the Borough, is hereby authorized and directed to execute the Contract.
3. That this Resolution is subject to the availability of funds for the Contract and payment for services described therein and/or any subsequent approvals granted by the Governing Body from time-to-time under the terms of the Contract.
4. That a notice in accordance with this resolution and the Local Public Contracts Law shall be published one time in Asbury Park Press.

5. That an executed copy of the Contract and a copy of this resolution shall be filed in the office of the Borough Clerk and be available there for public inspection in accordance with the law.
6. That this resolution shall take effect immediately.

ROLL CALL:

AYES:

NAYS:

ABSTAIN:

ABSENT:

CERTIFICATION

I HEREBY CERTIFY the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on December 16, 2025.

Kathleen Hart
Borough Clerk

BOROUGH OF ROOSEVELT

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

<u>Vendor</u>	<u>Budget Account</u>	<u>Total Award</u>
AlphaDog Solutions, Inc. (2026 Webmaster Services)	General Admin-O/E	14,940.00

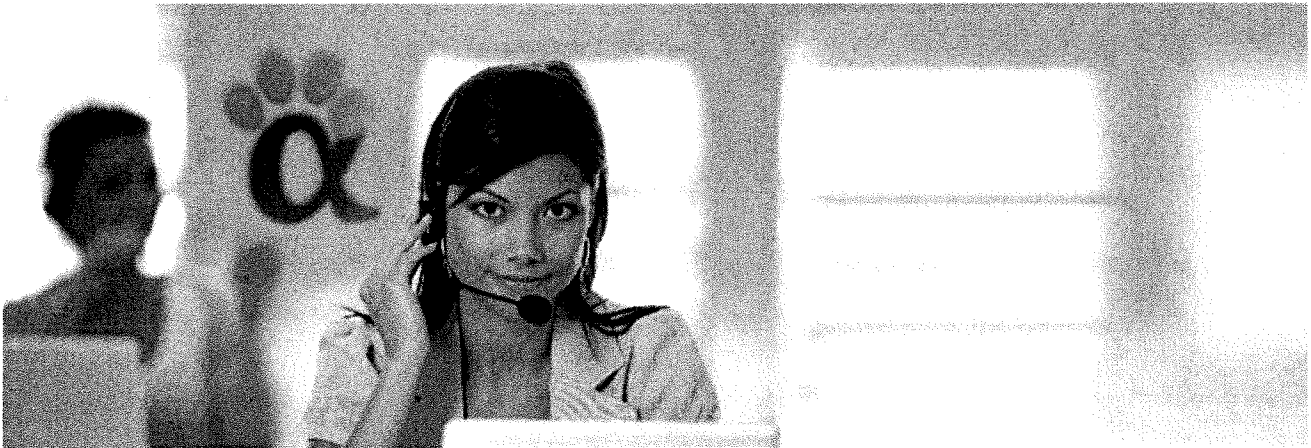
Scott M. Frueh

Scott M. Frueh
Chief Financial Officer

Dated: 12/16/25



**Municipal Website Design
and Daily Content Management**
Borough of Roosevelt, New Jersey



November 26, 2025

Prepared by: **Michael Melham**
michael@alphadogsolutions.com
335 Union Avenue
Belleville, NJ 07109
T (973) 844-1090

“Whosoever desires constant success must
change his conduct with the times.”

- Niccolò Machiavelli

11/26/2025

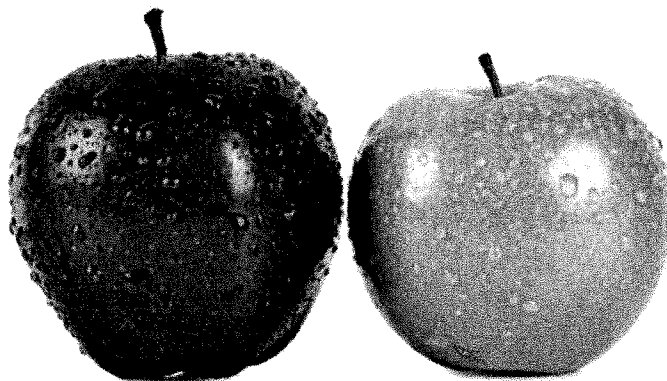
Dear Review Committee,

AlphaDog Solutions (AlphaDog) is a New Jersey based municipal website design and content management company that specializes in 'Managed Municipal Websites' through our award winning PublicWebmaster™ service. We have been providing this unique service since 2005 and enjoy an unprecedented annual renewal rate among our 22 municipalities, 2 County offices and a host of boards, authorities and commissions throughout New Jersey.

Our municipal websites conform to all NJ State Best Practices requirements. As a result, two AlphaDog clients were recently ranked among the Top 50 Best Performing Municipal Websites in New Jersey according to the Monmouth University Study: *New Jersey E-Government: Best Practices for Municipal Websites*. AlphaDog even offers a 'Best Practices Guarantee' which covers all future best practices requirements throughout the term of your contract.

What sets AlphaDog apart from other municipal website vendors is the fact our work begins after your website launches as we act as your PublicWebmaster™ managing all daily content. Ensuring your website always has the most up to date content means that we work hard every day to earn your continued business. A "Managed Municipal Website" removes the responsibility of updating your website from municipal employees and volunteers. Rather, your municipality can rely on our team of content managers, graphic designers, web designers and programmers. This type of hands on service guarantees that your municipal website will never be outdated. While we guarantee all standard content update requests are made within hours, most requests are acknowledged and addressed within minutes. Beyond providing daily content management for your new website, we can also create and maintain Social Media accounts which meet all legal archiving requirements.

Apples to Apples



When considering AlphaDog, understand we are offering a service that is incomparable to other municipal website design companies. Our proprietary approach includes various members of our staff acting as your PublicWebmaster, in essence, providing all of your daily content management.

The website you receive is a byproduct of our service, and not a stand-alone product. This is a distinction with a difference.

In order to competitively bid, you would need to find another company that operates under our unique business model. AlphaDog provides a new website in exchange for a nominal set up fee, then performs daily content management for a fixed monthly price (based on population) throughout the term of our contract.

We are not selling you a website and access to a content management system (CMS) in which municipal employees are asked to perform all website updates. Rather, we provide you with a customized website and highly skilled AlphaDog team members to perform all content management. This includes basic content requests, custom graphics, web design and programming.

Our distinguished and award winning service is unparalleled by every other municipal website design company, and thus, inherently difficult to perform an apples to apples comparison for bidding purposes.

Please do not hesitate to ask if you have any questions or would like to schedule a formal multi-media demonstration.

Sincerely,



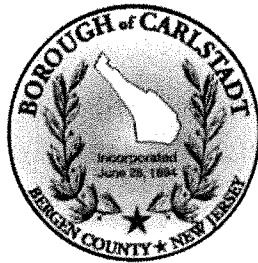
Michael A. Melham, President
AlphaDog Solutions, Inc.

MONMOUTH UNIVERSITY

Monmouth University

“Evidence from this project suggests that vendors who serve multiple clients produce the best performing websites.”

New Jersey E-Government: Best Practices for Municipal Websites (page 8)



AlphaDog clients recently ranked Top 50 Best Performing Websites in the State

“Outsourcing the daily management of our website allows us to have a current, state of the art municipal website without incurring the high personnel cost of performing the updates in-house

Francine Paserchia, Borough of Essex Fells

Why does the Borough of Roosevelt need a PublicWebmaster™?

It's very simple, because someone needs to be responsible for your municipality's day-to-day website and social media content. AlphaDog's PublicWebmaster™ service provides each client with their own, dedicated PublicWebmaster™ who is trained and experienced in managing public sector websites and communications

The alternatives are as follows:

- Hire or contract a part-time or full-time webmaster
- Find an employee with the necessary background
- Utilize the services of a volunteer or volunteers

Chances are, you've already tried at least one of the above. AlphaDog has been providing municipalities with web and social media services since 2004 and has an unprecedented annual renewal rate.

What Does A "Managed Municipal Website" Mean for Roosevelt Borough?

Modern websites require far more than someone 'who knows computers', they are a complex mixture of graphics, web coding, back-end programming, search engine optimization and responsive web design.

AlphaDog's unique PublicWebmaster™ service was designed for small to mid-sized municipalities who cannot afford in-house web and graphic professionals. Basically, a one-stop shop for municipalities, AlphaDog employs all required content, graphic and web professionals to effectively and efficiently manage your municipal website and social media platforms.

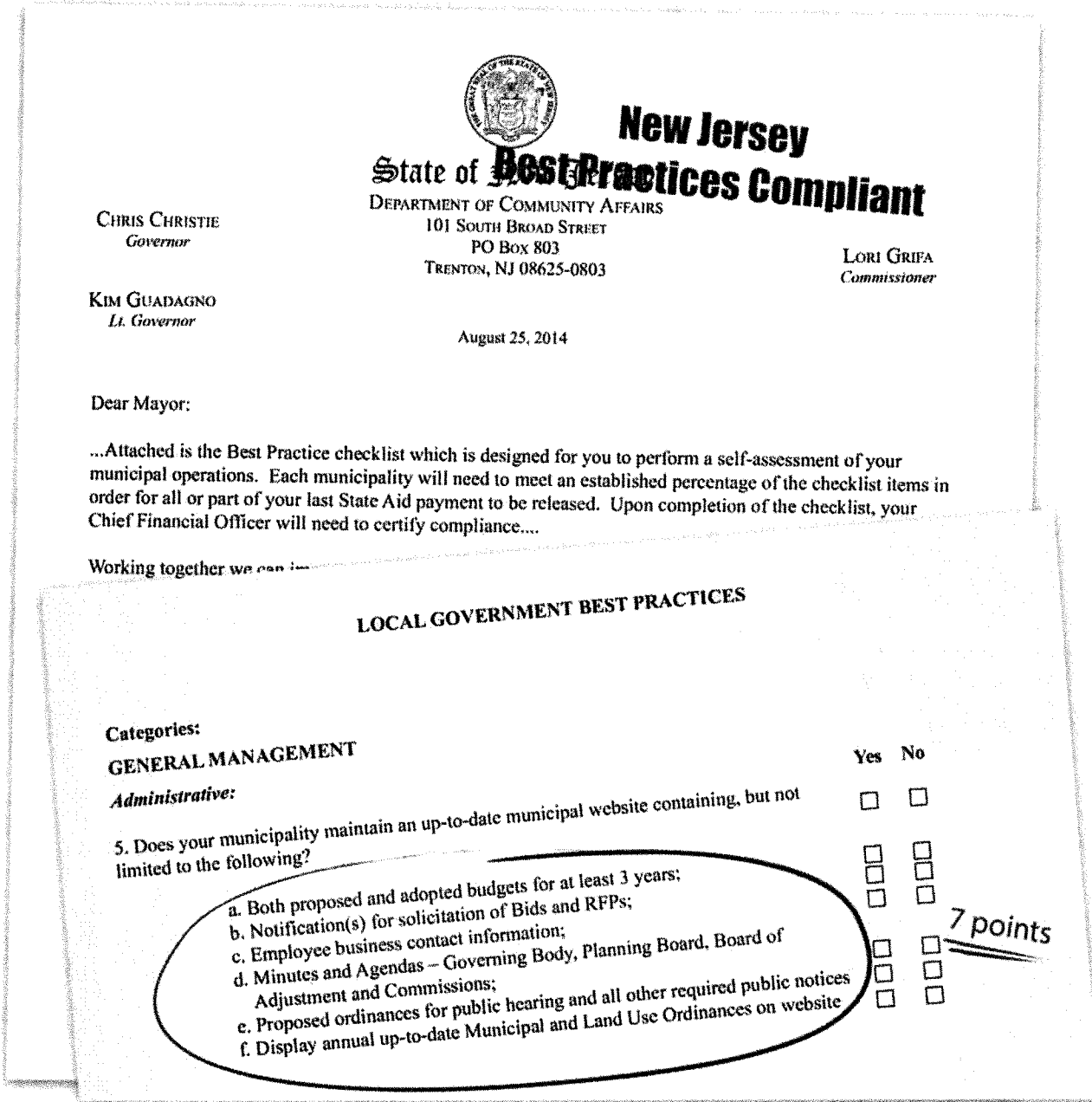
Through the use of our easy-to-use ticketing system, most requests for website changes are completed within hours. All requests have the ability to be tracked and all email acknowledgements and confirmation include ticket number, as well as time / date stamp.

Our PublicWebmasters are responsible for all website updates, including but not limited to:

- **Agendas, Minutes and Notices for all Meeting Types – to supplement Granicus**
- Financial Documents
- RFP's, RFQ's, Bid and Employment Notices
- Ordinances: Prior to codification, Proposed and Approved
- Community Calendar of Events/Meetings
- Posting News Stories
- Social Media Postings (Facebook & Twitter)
- Creation of Photo Galleries

**New Jersey Best Practices
2011 - Current**

Our municipal websites are 100% New Jersey Best Practices compliant. Furthermore, all customers receive a Best Practices Guarantee assuring compliance with future requirements.





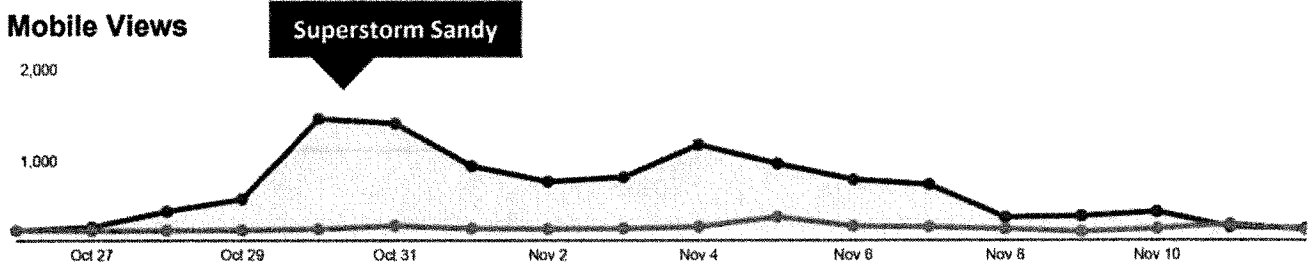
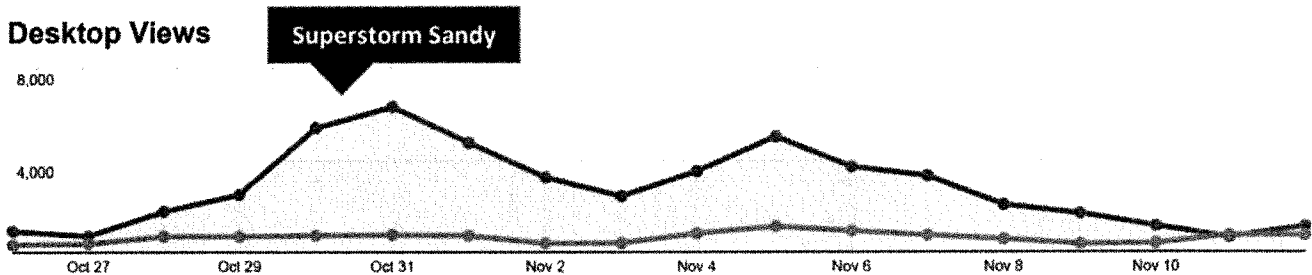
“In a crisis, residents expect timely communications. An effective government website & social media platforms should be the foundation of such communications.”

- Michael A. Melham
Communicating in a Crisis
2013 National Association of Government Webmasters Conference, Louisville, KY

Website Traffic During and Emergency

Client: Parsippany, NJ
Crisis: Superstorm Sandy

October 26, 2012 – November 12, 2012 
 October 26, 2013 – November 12, 2013 





	Desktop	Increase	Mobile	Increase
Average Traffic	11,456	339%	2,524	303%
Crisis Traffic	50,279		10,170	

Average Users	8,886	197%	1,400	189%
Crisis Users	26,409		4,043	

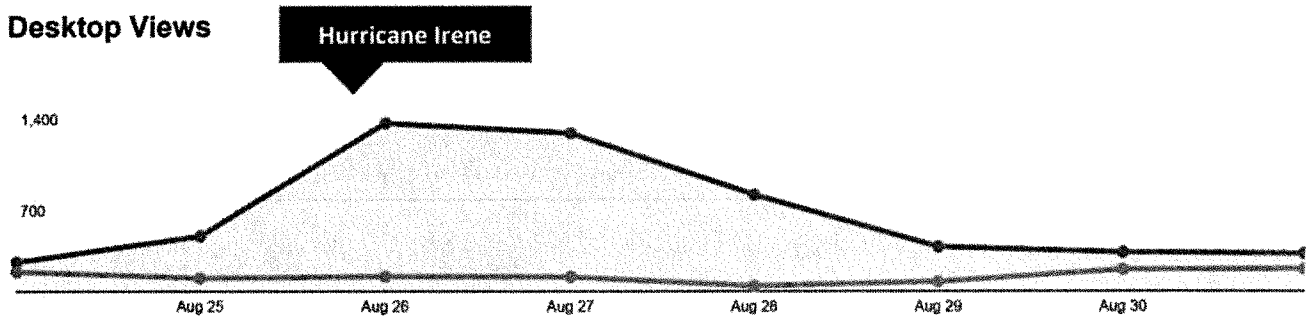
Average Pageviews	24,307	224 %	4,382	235%
Crisis Pageviews	78,761		14,679	

Website Traffic During and Emergency

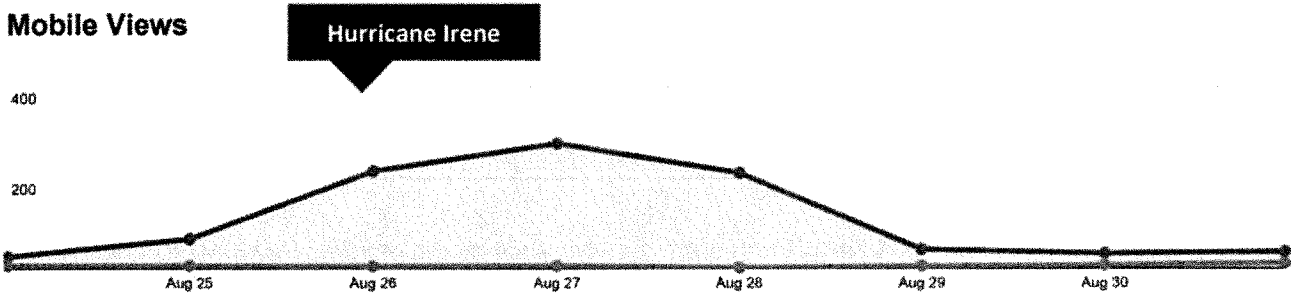
Client: West New York, NJ
Crisis: Hurricane Irene

August 24, 2011 – August 31, 2011 
 August 24, 2010 – August 31, 2010 

Desktop Views



Mobile Views



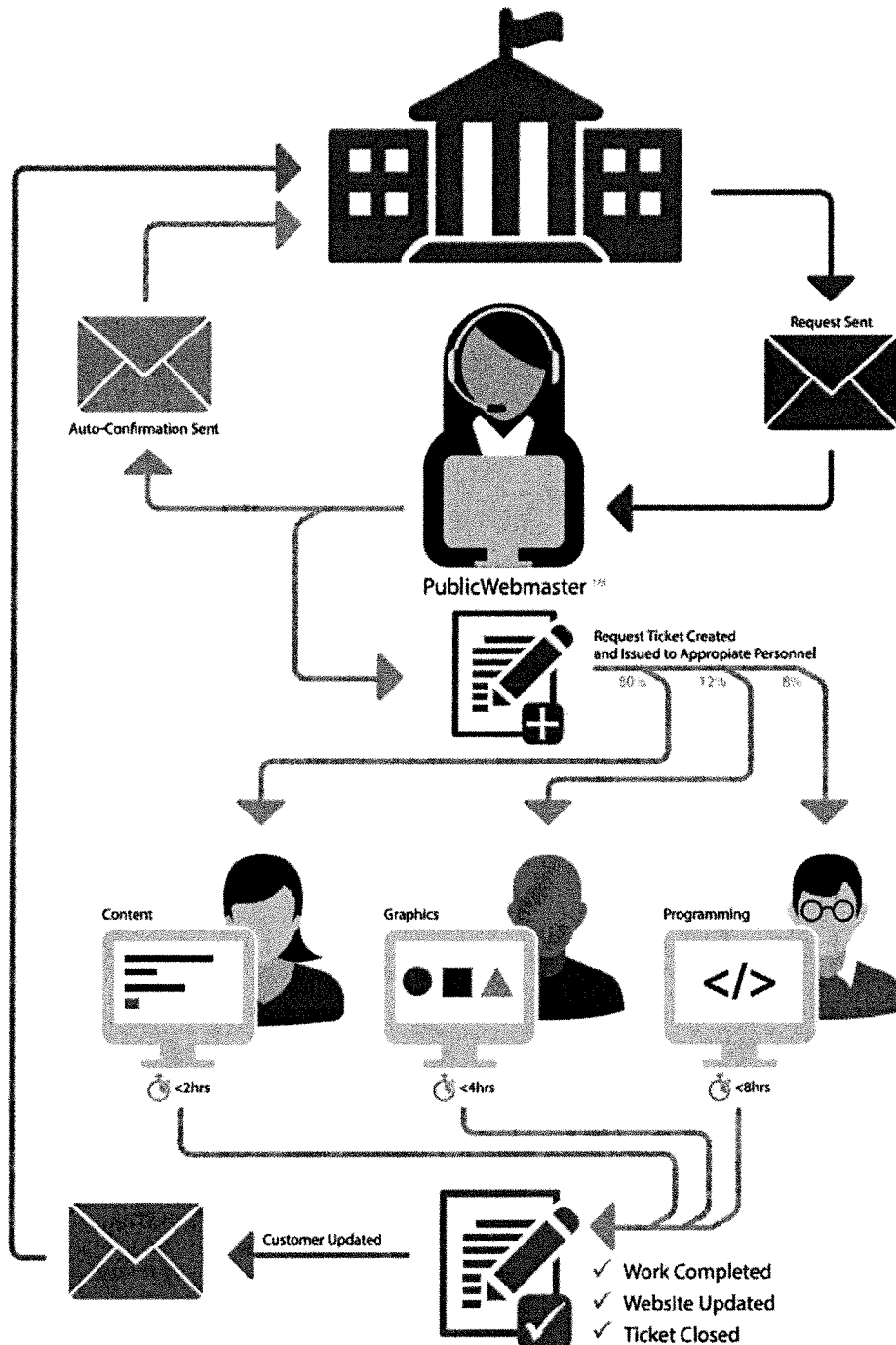
	Desktop	Increase	Mobile	Increase
Average Traffic	930	415%	49	1,741%
Crisis Traffic	4,786		902	

Average Users	756	356%	43	1,219%
Crisis Users	3,446		567	

Average Pageviews	2,806	224 %	103	1,126%
Crisis Pageviews	9,091		1,263	

Our Daily Content Management Process

Our PublicWebmaster™ will professionally maintain all website content and assure it is never out of date through the use of our 'Content Management Service'.



Cost Proposal for Roosevelt, New Jersey

Onetime Fees (Required)	
*ADA Federal Law Source Code Framework Compliance	\$2,500
*ADA Federal Law Archived Images and Files Compliance	\$1,500
Total Onetime Fees	\$4,000

Monthly Fees (Required)	
Daily Website Management (population 808)	\$525
Monthly Hosting	\$95
PublicWebmaster Ticketing System License	\$50
Automatic Weekly Email Newsletter	\$25
SSL Certificate	\$25
Total Monthly Fees	\$720

Yearly Fees (Required)	
Accessibility Widget- Third Pary Integration	\$575
Formstack - Third Pary Integration	\$375
iContact - Third Pary Integration	\$1,350
Total Yearly Fees	\$2,300

Term: January 1, 2026 through December 31, 2026	
One Time Cost:	\$4,000
Monthly Fees (12 Months):	\$8,640
Yearly Fees	\$2,300
Term Grand Total	\$14,940

***ADA Compliance Update**

This year's renewal introduces two one-time charges and one new recurring fee, all related to compliance with an unfunded federal mandate for enhanced ADA accessibility. To ensure full conformance with current standards, we will be upgrading our source code framework, auditing all legacy content, and deploying a third-party ADA compliance widget. The widget continuously scans and remediates accessibility issues while providing an additional layer of legal protection in the event of ADA-related claims. Only the widget's monthly fee will continue in subsequent renewals; the other charges are one-time setup costs.

Professional Services

New Jersey Local Public Contracts Law

40A:11-2. Definitions

As used herein the following words have the following definitions, unless the context otherwise indicates:

"Professional services" means services rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law, and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training. Professional services may also mean services rendered in the provision or performance of goods or services that are original and creative in character in a recognized field of artistic endeavor.

Security

The Content Manager for your site secures all updates and only ADS staff has access to them. The administrative function, which is the method used to manage all updates, requires a password to access and the page is encrypted.

Site Maintenance

All site maintenance is performed by our staff. All updates to layout and content are administered by our technical staff.

Help Desk Support

The Content Manager for your site is available to receive updates via email that can be posted usually within hours to the website. In addition, there is staff available by phone during normal business hours to assist Town personnel.

Hosting Site Information

We have consistently provided and proven that all public sector websites that we maintain have been available to residents 99.99% of the time. AlphaDog Solutions utilizes an exclusive relationship with a Tier One hosting facility for website hosting. All historical data is also maintained at this site such as previously posted agendas, minutes, budgets, etc. This company offers the security and peace of mind of automated nightly off-site backups and storage. These backups occur in separate power grids within multiple time zones to offer the broadest backup capability in case of power failures. This backup and disaster recovery capability is offered free of charge to our clients.

Company

AlphaDog Solutions, Inc.
335 Union Avenue
Belleville, New Jersey 07109
T (973) 844- 0190
F (973) 844-1109
Michael Melham, President

- Company established in 2005
- No outstanding contractual work
- AlphaDog Solutions Inc. (ADS) is a corporation with 100% of its shares owned by President.
- No change in management since inception
- ADS complies with all applicable affirmative action (or similar) requirements
- No judgments in which company has been adjudicated liable for professional malpractice or breach of contract
- No lawsuits of any type against company or its principals either pending or litigated
- ADS or any of its principals are not now, nor have, since 2005, been the subject of any federal or state investigations or proceeding or any Security and Exchange Commission regulatory investigation or proceeding
- ADS and its principals have never been involved in any bankruptcy or re-organization proceedings since 2005
- ADS has a valid New Jersey Business Registration Certificate
- ADS has the personnel necessary to provide the services as outlined
- There are no employees of ADS that are also employees of the municipality
- No employees have any contractual relationship with the municipality
- There are no immediate relatives of Principal(s) of ADS who are employees, appointees, or elected officials of the municipality.
- None of the services to be provided by ADS shall be provided by any sub-contractor or under any subcontract for services without prior consent
- ADS has technology professional liability insurance

Company (continued)

Certification 42477


CERTIFICATE OF EMPLOYEE INFORMATION REPORT RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq, and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-Aug-2022 to 15-Aug-2029**

ALPHADOG SOLUTIONS, INC.
314 WASHINGTON AVE
BELLEVILLE NJ 07109




ELIZABETH MAHER MUOIO
State Treasurer

	STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE
Taxpayer Name:	ALPHA DOG SOLUTIONS, INC.
Trade Name:	
Address:	335 UNION AVENUE BELLEVILLE, NJ 07109
Certificate Number:	1041063
Effective Date:	February 04, 2004
Date of Issuance:	March 16, 2015
For Office Use Only:	20150316142146309

AlphaDog Solutions, Inc.

The PublicWebmaster™ service was developed in 2005 and currently enjoys an impressive 98% annual renewal rate among our government clients. Two of our municipal websites were recently ranked among the top 50 Best Performing Municipal Websites in New Jersey according to the Monmouth University Study: *New Jersey E-Government: Best Practices for Municipal Websites*.

We currently service twenty-two (22) municipalities, three (3) municipal utility authorities, two (2) public libraries, four (4) police departments, and two (2) County Clerk's office.

Michael Melham

Michael Melham has a BA in Communication from William Paterson University and currently is seeking his Master's (p/t) in Planning and Public Policy at Rutgers University. In 1997, Melham worked for Essex County and was one of the first government webmasters in the country.

In May 2000, at the age of 25, Melham was elected to the Belleville Township Council, where he served a four-year term. Serving as the Chairman of the Township's IT Committee, Melham was responsible for ushering Belleville into the information age.

Public CIO Magazine recently featured Melham, calling upon his vast experience and knowledge of local government and technology. The article quoted Melham with regard to the future of municipal websites. He has also been a featured author in NJ League of Municipalities Magazine.

Adding to his accolades and awards, in November of 2005, Melham was voted one of NJ BIZs Forty Rising Stars Under the Age of 40 and in 2010 Melham was honored to be a judge for the Pinnacle Awards presented by the National Association of Government Professionals at their annual conference in St. Louis.

Affiliations & Relationships

- National Association of Government Web Professionals
- New Jersey Government Management Information Sciences
- Government Web Professionals of New Jersey

Website Features

Community Events & Upcoming Meetings
Next 4 events and meetings upcoming display on homepage
Calendar page display a 30-day view (view past and future months)
Pop up window with additional details and PDF's (agendas, minutes, notices & flyers)
Events and Meetings color coded
Current News
Prominently displayed in the center of the homepage
Ability to display images, video & audio
Social media share buttons
If date specific, news item is automatically archived
Social Media
Social media integration directly into the website (displays Facebook and Twitter feeds)
AlphaDog's PublicWebmasters™ can publish news to social media networks
Social Media policy creation
All social media professionally and legally archived and backed up
Budgets / Audits / Financials
Proposed and recently adopted budgets, audits and financials
Public Notices (RFP's / RFQ's / Bids / Employment Notices)
Notice alert prominently displayed on homepage
Can be scheduled for posting and removal on specific date
Allows prospects to view notice and download documents
Meeting Archives
Historical list of all meeting types and dates organized by year and month
Links to all meeting agendas, minutes and notices

Website Features (continued)

Municipal Services Request Form
Residents complete an online form and submit to municipality
Unlimited departments
Requests can be routed to one central email address or specific to department
CAPTCHA in place reduces SPAM
Resident receives a copy via email for their records with time and date stamp
Municipal Ordinances
Linked to 3 rd party codification company
Display title and link to proposed and recently adopted ordinances
Scrolling Tickers
Can be used for emergency announcements
Color coded to separate emergency, warnings or community announcements
Features the ability to schedule
Department Pages
Includes: Main image, contact information, mission statement, services, FAQ's, links, forms & news
Elected Officials
All Elected Officials are prominently displayed throughout the website
Each elected officials receives their own biography page with contact and social media information
Search Function
Search is powered by Google
Ability to search website pages and PDF's (agendas, minutes, notices and flyers)
Media Gallery
Photo gallery of recent community events
Streaming videos municipal meetings

Website Features (continued)

Quick Links
Featured on homepage and Department pages
Completely customizable by municipality
Separated by: Community, County, State and Federal links
Online Forms Page
Organized by department and available for PDF viewing and download
Can support multiple languages
Municipal Directory
Organized by department; includes telephone, extension and email
Can link to department web page and online maps for directions to physical location
Contact Us Form
Residents complete an online form and submit to municipality
CAPTCHA in place reduces SPAM
Resident receives a copy via email for their records with time and date stamp

RESOLUTION NO. 25-124
MEETING DATE: 12-16-2025

**RESOLUTION REQUESTING APPROVAL OF ITEMS OF REVENUE AND
APPROPRIATION N.J.S.A. 40A:4-87**

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

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

WHEREAS, the Director may also approve the insertion of an item of appropriation for equal amount; and

WHEREAS, the Borough Chief Financial Officer has advised that the funds have been received by the Borough as set forth below.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Roosevelt, in the County of Monmouth, State of New Jersey, hereby requests the Director of the Division of Local Government Services to approve the following:

1. The insertion of an item of revenue in the budget of the year 2025 in the sum of \$6,400.00 which item is now available as revenue from Fund for Roosevelt.
2. A like sum of \$6,400.00 is hereby appropriated under the caption of Fund for Roosevelt.

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to Chief Financial Officer

ROLL CALL VOTE:

AYES:

NAYS:

ABSTAIN:

ABSENT:

I hereby certify the foregoing to be a true copy of a Resolution adopted by the Roosevelt Borough Council at a meeting held on December 16, 2025.

Kathleen Hart
Municipal Clerk

RESOLUTION NO. 25-125
MEETING DATE: 12-16-2025

**RESOLUTION REQUESTING APPROVAL OF ITEMS OF REVENUE AND
APPROPRIATION N.J.S.A. 40A:4-87**

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

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

WHEREAS, the Director may also approve the insertion of an item of appropriation for equal amount; and

WHEREAS, the Borough Chief Financial Officer has advised that the funds have been received by the Borough as set forth below.

NOW, THEREFORE, BE IT RESOLVED that the Borough Council of the Borough of Roosevelt, in the County of Monmouth, State of New Jersey, hereby requests the Director of the Division of Local Government Services to approve the following:

1. The insertion of an item of revenue in the budget of the year 2025 in the sum of \$4,995.00 which item is now available as revenue from Fund for Roosevelt.
2. A like sum of \$4,995.00 is hereby appropriated under the caption of Fund for Roosevelt.

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to Chief Financial Officer

ROLL CALL VOTE:

AYES:

NAYS:

ABSTAIN:

ABSENT:

I hereby certify the foregoing to be a true copy of a Resolution adopted by the Roosevelt Borough Council at a meeting held on December 16, 2025.

Kathleen Hart
Municipal Clerk

BOROUGH OF ROOSEVELT
COUNTY OF MONMOUTH
STATE OF NEW JERSEY

RESOLUTION NO. 25-126
MEETING DATE: 12-16-2025

RESOLUTION AUTHORIZING TRANSFER OF APPROPRIATIONS FOR 2025

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

WHEREAS, N.J.S.A. 40A:4-58 provides for the transfer of appropriations when it shall become necessary to expend for any of the purposes specified in the Budget an amount in excess of the respective sums appropriated therefore; and when there shall be an excess in one or more appropriations over and above the amount deemed to be necessary to fulfill the purposes of such appropriations.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Borough Council of the Borough of Roosevelt on this 16th day of December 2025 that the following transfer of 2025 appropriations be and the same are hereby authorized and the Chief Financial Officer be and is hereby directed to make said transfers on the records:

CURRENT FUND	FROM	TO
General Admin – O/E – Misc.	\$ 0.03	
General Admin – Salaries – Office Manager		\$ 0.03
Finance – Salaries – CFO	\$1,003.95	
Tax Assessor – Salaries		\$1,003.95
Planning Board – O/E Professional Services	\$1,200.00	
Planning Board – Salaries		\$1,200.00
Office of Emergency Management – O/E – Misc.	\$ 180.00	
Office of Emergency Management – Salaries		\$ 180.00
Building and Grounds – O/E – Misc.	\$6,047.00	
Recreation Director – Salaries		\$3,971.00
Telephone		\$ 600.00
Solid Waste – Hightstown		\$1,476.00
Electricity	\$1,400.00	
Street Lighting		\$1,400.00

WATER/SEWER OPERATING	FROM	TO
Sewer – O/E Chemicals	\$7,882.91	
Water/Sewer – Bond Principal		\$5,000.00
Water/Sewer – Interest on Bonds		\$2,882.91

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 December 16, 2025.

Kathleen Hart
Borough Clerk

RESOLUTION NO: 25-127
MEETING DATE: 12-16-2025

**RESOLUTION DECLARING RESULTS OF THE NOVEMBER 4, 2025 GENERAL
ELECTION REGARDING THE ROOSEVELT BOROUGH PUBLIC QUESTION**

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

WHEREAS, on September 5, 2024 the Roosevelt Borough Council adopted Bond Ordinance 2024-09 which provided for the Franklin Delano Roosevelt Amphitheater Project, appropriating \$710,000 therefore and authorizing the issuance of \$767,000 bonds and notes to finance a portion of the costs thereof Bond Ordinance; and

WHEREAS, certain residents of the Borough of Roosevelt filed a petition for a referendum on the Bond Ordinance; and

WHEREAS, said referendum on the Bond Ordinance took place on November 4, 2025 General Election; and

WHEREAS, machine ballots, mail-in ballots and provisional ballots were counted and the Bond Ordinance was ratified; and

WHEREAS, the Board of County Canvassers has determined that at said Election, the public question was approved.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Borough of Roosevelt do hereby declare the results of the vote in the General Election on Bond Ordinance 2024-09 was ratified and approved.

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 December 16, 2025.

Kathleen Hart
Borough Clerk

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

**RESOLUTION NO. 25-128
MEETING DATE: 12-16-2025**

**ESTABLISHING THE 2026 ANNUAL SCHEDULE OF PUBLIC MEETINGS FOR THE
ROOSEVELT BOROUGH COUNCIL**

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

WHEREAS, the Borough Council of the Borough of Roosevelt, in the County of Monmouth, State of New Jersey regular Council meetings will be held on the following dates during the year 2026:

January 5	January 20 (Tuesday)
February 2	February 17 (Tuesday)
March 2	March 16
April 6	April 20
May 4	May 18
June 15	July 6
July 20	August 3
September 8 (Tuesday)	September 22 (Tuesday)
October 5	October 19
November 16	December 7
December 21; and	

WHEREAS, the Reorganization and first meeting of the year 2027 shall be held on Monday, January 4, 2027; and

All meetings will be held in the Municipal Building, 33 N. Rochdale Ave, Roosevelt, NJ 08555 at 7:00 P.M. Formal action will be taken at all meetings.

ROLL CALL:

AYES:

NAYS:

ABSTAIN:

ABSENT:

CERTIFICATION

I HEREBY CERTIFY the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on December 16, 2025.

Kathleen Hart
Borough Clerk

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

**RESOLUTION NO. 25-129
MEETING DATE: 12-16-2025**

**A RESOLUTION ADOPTING THE BOROUGH'S NEW PERSONNEL POLICIES AND
PROCEDURES MANUAL AND EMPLOYEE HANDBOOK PURSUANT TO THE
MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND'S
RECOMMENDED EMPLOYMENT PRACTICES**

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

WHEREAS, the Borough of Roosevelt, County of Monmouth, State of New Jersey (the "Borough") has been encouraged by the Municipal Excess Liability Joint Insurance Fund to update its employment policies and procedures as part of its Best Employment Practices Program; and

WHEREAS, the Borough desires to update its employment policies and procedures by amending and updating its Personnel Policies and Procedures Manual, as well as its Employee Handbook; and

WHEREAS, the Borough Attorney has reviewed and approved the Borough's new Personnel Policies and Procedures Manual and Employee Handbook;

NOW, THEREFORE BE IT RESOLVED, that the Governing Body of the Borough of Roosevelt does hereby adopt and implement, effective December 16, 2025, the new Personnel Policies and Procedures Manual and Employee Handbook attached hereto as Exhibits A & B; and

BE IT FURTHER RESOLVED, that a certified copy of this resolution shall be transmitted to the Municipal Excess Liability Joint Insurance Fund.

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 December 16, 2025.

Kathleen Hart, Borough Clerk

RESOLUTION NO. 25-130
MEETING DATE: 12-16-2025

**RESOLUTION AUGMENTING CONTRACT FOR PROFESSIONAL LANDSCAPE
ARCHITECT SERVICES WITH 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; and

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

WHEREAS, the Borough solicited a Fee Proposal from a licensed landscape architect, ETM Associates, LLC, which was accepted, and thereunder, work has been performed; and

WHEREAS, the Borough previously awarded a contract to ETM Associates, LLC for work contemplated by its Fee Proposal, which costs were graciously and fully funded by the Fund for Roosevelt; 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 anticipated 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 augment its professional services contract with ETM Associates, LLC as follows:

1. To authorize additional payments in the amounts of \$4,995.00 and \$6,400.00 for work performed by ETM Associates, LLC and as payment in full on invoices rendered to date; and;
2. 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.
3. 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 December 16, 2025.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 25-131
MEETING DATE: 12-16-2025

**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. Items Falling Under Attorney/Client Privilege:
 - i. Green Acres Encroachment
 - ii. NJDEP Stormwater Appeal
 - b. Contracts: Hightstown Shared Service 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 December 16, 2025.

Kathleen Hart, Borough Clerk