

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

Mayor and Council
Regular Meeting Minutes of December 16, 2025

Mayor Malkin opened the meeting at 7:15pm and read the Open Public Meeting Act statement which stated, 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

	PRESENT	ABSENT	LATE ARRIVAL
<i>Councilmember Lou Esakoff</i>		✓	
<i>Councilmember Danelle Feigenbaum</i>	✓		
<i>Councilmember Constance Herrstrom</i>	✓		
<i>Councilmember Claudia Luongo</i>	✓		
<i>Councilmember Tina Kaufman-Marut</i>	✓		
<i>Councilmember Ralph Warnick</i>	✓		
<i>Mayor Peggy Malkin</i>	✓		

Also in attendance: Attorney, Greg Cannon and Borough Clerk, Kathleen Hart

MAYOR’S REPORT: None

PUBLIC COMMENT: (Agenda items only)

M/Malkin opened the meeting to Public Comment for agenda items only at 7:16pm.

No Public Comment.

M/Malkin closed the Public Comment for agenda items at 7:16pm.

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

On a motion by C/Warnick to accept the minutes, with a second offered by C/Luongo the minutes were approved by the following roll call vote:

Roll Call:

AYES: C/Feigenbaum, C/Herrstrom, C/Luongo, C/Kaufman-Marut, C/Warnick

NAYS: None ABSTAIN: None ABSENT: C/Esakoff

2. Closed Council Meeting Minutes – November 17, 2025

On a motion by C/Warnick to accept the minutes, with a second offered by C/Herrstrom the minutes

were approved by the following roll call vote:

Roll Call:

AYES: C/Feigenbaum, C/Herrstrom, C/Luongo, C/Kaufman-Marut, C/Warnick

NAYS: None ABSTAIN: None ABSENT: C/Esakoff

3. Regular Council Meeting Minutes – December 1, 2025

On a motion by C/Herrstrom to accept the minutes, with a second offered by C/Warnick the minutes were approved by the following roll call vote:

Roll Call:

AYES: C/Feigenbaum, C/Herrstrom, C/Luongo, C/Kaufman-Marut, C/Warnick

NAYS: None ABSTAIN: None ABSENT: C/Esakoff

4. Closed Council Meeting Minutes – December 1, 2025

On a motion by C/Warnick to accept the minutes, with a second offered by C/Herrstrom the minutes were approved by the following roll call vote:

Roll Call:

AYES: C/Feigenbaum, C/Herrstrom, C/Luongo, C/Kaufman-Marut, C/Warnick

NAYS: None ABSTAIN: None ABSENT: C/Esakoff

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

C/Warnick made a motion to adopt the Consent Agenda Resolution’s 25-121 through 25-130, with a second from C/Luongo and was adopted by the following roll call vote:

Roll Call:

AYES: C/Feigenbaum, C/Herrstrom, C/Luongo, C/Kaufman-Marut, C/Warnick

NAYS: None ABSTAIN: None ABSENT: C/Esakoff

REPORTS OF COMMITTEE CHAIRS:

Administration: No report at this time.

Community Dev/Code: C/Herrstrom reports on pledges and status on the Amphitheater project. Total donations are \$212,798. \$158,334 is in the bank and \$54,464 still to be collected. We are \$62,202 short of the \$275,000 so we still need to collect an additional \$31,105 in donations as the additional \$31,105 will be matched from an anonymous donor. The Fund for Roosevelt is committed to donate the \$275,000 once all received. ETM is providing the bid specs and Roberts Engineering is coordinating the front end of the specs. A meeting was held on December 10, 2025 to make sure we are all on the same page. A projected bid date to advertise is January 15, 2026 and is requesting a resolution for Roberts Engineering to go out to bid. We also spoke about the utility shed. Ana has already received 3 quotes and after reviewing a resolution will need to be done authorizing the contract as long as it is under the bid threshold of \$17,500. The utility shed needs to be built before the project begins. M/Malkin states that Ana Debevec is the contact person, but someone needs to be in charge of the project. M/Malkin thought that was Borough Engineer, but that has not been made clear. Attorney Greg Cannon states he does not believe that anyone has been authorized as of yet. M/Malkin states someone has to be in charge of the project. Attorney, Greg Cannon states there were specific parameters in the contract with the Fund for Roosevelt, on how the project had to be monitored, and Greg thought that had been settled. C/Herrstrom states the Borough Engineer said she was not and that ETM is supposed to be the project manager. Attorney Greg Cannon reviews the contract and states that the construction oversight is ETM Associates and they shall be administered in accordance with the contract that stipulates regular on-sight inspection, meeting's – at least bi-weekly and communication with the contractor, proper response to Request for Inspection (RFI) and site issues that may arise, review of submittals and change order requests and contract changes and regular written communications with the Borough on the progress of the construction contract. Seniors update: The next Senior Group meeting is December 23, 2025 at Borough Hall. It will be a pot luck and will discuss next year's schedule. January meeting will be off site; it will be a play.

Environmental, Health & Safety: No report at this time. C/Feigenbaum reports that C/Warnick has been going to the Environmental Commission meetings but will stop at the end of the year and she will be start attending in January.

Finance: No report at this time.

Public Works: No report at this time.

Utilities: No report at this time.

The Council discusses to add a resolution to the agenda authorizing the Borough Engineer to advertise for bids for the amphitheater.

C/Warnick makes a motion to amend the agenda to include Resolution 25-131, with a second from C/Herrstrom and was adopted by the following roll call vote:

Roll Call:

AYES: C/Feigenbaum, C/Herrstrom, C/Luongo, C/Kaufman-Marut, C/Warnick

NAYS: None ABSTAIN: None ABSENT: C/Esakoff

Borough Clerk reads the resolution into the record:

Resolution 25-131 Resolution Authorizing the Borough Engineer to Advertise and Receive Bids for the Franklin Delano Roosevelt Memorial Amphitheater

BE IT RESOLVED by the Mayor and Council of the Borough of Roosevelt that the Borough Engineer is hereby authorized to advertise for bids for the Franklin Delano Roosevelt Memorial Amphitheater and that the Borough is authorized to receive same after proper advertisement.

C/Herrstrom made a motion to adopt Resolution 25-131, with a second from C/Warnick and was adopted by the following roll call vote:

Roll Call:

AYES: C/Feigenbaum, C/Herrstrom, C/Luongo, C/Kaufman-Marut, C/Warnick

NAYS: None ABSTAIN: None ABSENT: C/Esakoff

PUBLIC COMMENT (Any item)

M/Malkin opens the public comment at 7:42pm.

No public comment.

M/Malkin closes the public comment at 7:42pm.

CLOSED SESSION:

Resolution 25-132 Providing for a Private Executive Meeting that Excludes the Public

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

The Borough Clerk reads the resolution into the record:

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:

AYES: C/Feigenbaum, C/Herrstrom, C/Luongo, C/Kaufman-Marut, C/Warnick

NAYS: None ABSTAIN: None ABSENT: C/Esakoff

ADJOURN CLOSE SESSION:

C/Herrstrom made a motion, with a second offered by C/Warnick, to adjourn closed session meeting with an All in Favor.

Time In: 7:45pm Time Out: 8:04pm.

ADJOURNMENT:

C/Warnick made a motion, with a second offered by C/Feigenbaum, to adjourn meeting with an All in Favor.

Time Out: 8:05pm.

The audio tape is available in the Clerk's Office at Borough Hall.

Respectfully Submitted,

Kathleen Hart, Borough Clerk

Adopted Date: January 5, 2026