

**BOROUGH OF ROOSEVELT  
COUNCIL REORGANIZATION MEETING AGENDA  
JANUARY 2, 2018 @ 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 3, 2017 which was posted on the Bulletin Board at the Roosevelt Post Office, on the Bulletin Board in the Roosevelt Post Office and in the Borough Hall. The notice was published in The Times and Asbury Park Press.

**OATH OF OFFICE (Administered to Newly Elected Officials):**

Borough Council (3 Year Term expires 12/31/20) ..... Maureen Parrott  
Borough Council (3 Year Term expires 12/31/20) ..... Joe Trammell

**ROLL CALL:**

Councilmember Robin Middleman Filepp  
Councilmember Michael Hamilton  
Councilmember Cody Parker  
Councilmember Maureen Parrott  
Councilmember Deirdre Sheean  
Councilmember Joseph Trammell  
Mayor Peggy Malkin

**PUBLIC COMMENT (Agenda items only)**

**RESOLUTIONS**

- Resolution 18-01: Selecting a President of the Council for the Year 2018  
Resolution 18-02: Establishing Council Committees for the Year 2018  
Resolution 18-03: Appointing the Planning Board Class III Member for the Year 2018  
Resolution 18-04: Adopting "Roberts Rules of Order"  
Resolution 18-05: Establishing Schedule of Public Meetings  
Resolution 18-06: Designating Official Newspapers for the Borough: Trenton Times and Asbury Park Press  
Resolution 18-07: Consent to Appointments for 2018 – Borough Officials  
Resolution 18-08: Reject Request for Qualifications/Proposals 2018 Professional Services for Borough Attorney  
Resolution 18-09: Authorizing the Award of a Contract for Professional Legal Services  
Resolution 18-10: Authorizing the Award of a Contract for Professional Engineering Services  
Resolution 18-11: Authorizing the Award of a Contract for Professional Auditing Services  
Resolution 18-12: Authorizing the Award of a Contract for Professional Bond Counsel Services  
Resolution 18-13: Authorizing the Award of a Contract for Professional Planning Consultant Services  
Resolution 18-14: Providing for 2018 Temporary Budget Appropriations  
Resolution 18-15: Designating Ocean First Bank as Depository for the Roosevelt Municipal Court  
Resolution 18-16: Designating First Constitution Bank, Hightstown Branch as Depository for the Borough of Roosevelt  
Resolution 18-17: Authorizing the Roosevelt Tax Collector to Cancel Property Tax Refunds and Delinquencies of Less than \$5.00 Pursuant to N.J.S.A. 40A:17.1

- Resolution 18-18: Establishing the Rate of Interest to be Charged on Delinquent Taxes and Other Municipal Charges
- Resolution 18-19: Authorizing a Shared Services Agreement with Millstone Township for the Utilization of Millstone Municipal Court and Related Personnel Services
- Resolution 18-20: Appointment of Municipal Court Employees
- Resolution 18-21: Authorizing a Shared Services Agreement with the Township of Millstone for Repair, Maintenance and Snow Removal on Nurko Road for the Year 2018
- Resolution 18-22: Authorizing a Shared Services Agreement with the Township of Millstone for Certified Recycling Coordinator
- Resolution 18-23: Appointing Local Registrar of Vital Statistics
- Resolution 18-24: Appointing Deputy Registrar of Vital Statistics
- Resolution 18-25: Appointing Councilmembers to Serve as Representatives to the Various Boards and Committees of the Borough
- Resolution 18-26: Appointment of a Representative and an Alternate Representative to the Monmouth County Community Development Block Grant (CDBG)
- Resolution 18-27: 2018 Software Support and License Agreement with Edmunds & Associates, Inc.
- Resolution 18-28: Accept Contract for Website and Email Hosting to City Connections LLC for 2018
- Resolution 18-29: Designating a Borough Historian for the Borough of Roosevelt
- Resolution 18-30: Authorizing the Award of a Contract for Professional Labor Counsel

**ANNOUNCEMENT OF MAYOR’S APPOINTMENTS NOT REQUIRING COUNCIL APPROVAL**

1. Mayor’s Appointments to the Borough of Roosevelt Planning Board
2. Mayor’s Appointments to the Borough of Roosevelt Environmental Commission

**PUBLIC COMMENT (Any item)**

**ADJOURNMENT**

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

**RESOLUTION NO. 18-01**  
**MEETING DATE: 01-02-18**

**RESOLUTION SELECTING A PRESIDENT OF THE COUNCIL FOR THE YEAR 2018**

---

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

**WHEREAS**, N.J.S.A. 40A:60-3 requires the Borough Council at the annual meeting to select from its members a President of the Council who shall preside at all meetings when the Mayor does not preside and to perform all the duties of the Mayor during any period in which the Mayor is absent from the Borough for three (3) days or more, or is unable to perform the duties of the office; and

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Roosevelt, in the County of Monmouth, State of New Jersey as follows:

1. \_\_\_\_\_ is hereby selected as President of the Council for the year 2018 and until the next annual meeting pursuant to the requirements of N.J.S.A. 40A:60-3.
2. The Borough Clerk is directed to forward a certified copy of this resolution to the Council President and Mayor Malkin.

**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 January 2, 2018.

---

Kathleen Hart  
Borough Clerk

**RESOLUTION NO. 18-02**  
**MEETING DATE: 01-02-18**

**RESOLUTION ESTABLISHING COUNCIL COMMITTEES FOR THE YEAR 2018**

---

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

**WHEREAS**, N.J.S.A. 40A:60-3(e) authorizes the Borough Council at its annual meeting to establish committees of the Council for the ensuing year; and

**WHEREAS**, it is the desire of the Borough Council to establish committees in order to facilitate the work of the Council; and

**WHEREAS**, the Mayor has proposed the assignment of committee chairs for the year 2018.

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Roosevelt, in the County of Monmouth, State of New Jersey as follows:

1. The following Borough Council Committees are hereby established for the year 2018:

COMMITTEE	COMMITTEE CHAIR		
Administration			
Community Development/Code Enforcement			
Environmental Health & Safety			
Finance			
Public Works			
Utilities			

2. Special committees shall be established as deemed necessary by the Mayor or a majority of the members of the Borough Council.
3. The Committee Chair shall report at each meeting of the Borough Council on the committee's principal activities and recommendations.
4. Committees shall not act in any manner or make decisions which set precedent or are at variance with existing policy.

**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 January 2, 2018.

---

Kathleen Hart  
Borough Clerk

**RESOLUTION NO. 18- 03**  
**MEETING DATE: 01-02-18**

**RESOLUTION OF THE BOROUGH COUNCIL APPOINTING THE PLANNING  
BOARD CLASS III MEMBER FOR THE YEAR 2018**

---

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

**WHEREAS**, N.J.S.A. 40:55D-23, requires the municipal governing body to appoint a governing body member as the Class III Member of the Planning Board; and

**NOW, THEREFORE, BE IT RESOLVED** by the Borough Council of the Borough of Roosevelt, in the County of Monmouth, State of New Jersey as follows:

1. Pursuant to the requirements N.J.S.A. 40:55D-23, \_\_\_\_\_ is hereby appointed to the Planning Board as the Class III member for a term of one (1) year and until a successor shall be appointed.
2. The Borough Clerk is directed to forward a certified copy of this resolution to \_\_\_\_\_ and the Planning Board.

**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 January 2, 2018.

---

Kathleen Hart  
Borough Clerk

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

**RESOLUTION NO. 18-04  
MEETING DATE: 01-02-18**

**RESOLUTION ADOPTING "ROBERTS RULES OF ORDER"**

---

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

**BE IT RESOLVED** that the Governing Body of the Borough of Roosevelt hereby adopt "Robert's Rules of Order as parliamentary procedures for conducting business at its 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 January 2, 2018.

---

Kathleen Hart  
Borough Clerk

**RESOLUTION NO. 18-05**  
**MEETING DATE: 01-02-18**

**SCHEDULE OF PUBLIC MEETINGS FOR THE YEAR 2018**

---

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

**BE IT RESOLVED** by the Borough Council of the Borough of Roosevelt, in the County of Monmouth, State of New Jersey that the regular Council meetings will be held on the following dates during the year 2018:

January 2 (Tuesday)	January 22
February 12	February 26
March 12	March 26
April 9	April 23
May 14	May 29 (Tuesday)
June 11	June 25
July 9	July 23
August 13	August 27
September 12 (Wednesday)	September 24
October 9 (Tuesday)	October 22
November 13 (Tuesday)	November 26
December 10	December 27 (Thursday)

**BE IT FURTHER RESOLVED** that the Reorganization and first meeting of the year 2019 shall be held on Monday, January 7, 2019.

All meetings will be held in the Municipal Building, Roosevelt, NJ 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 January 2, 2018.

---

Kathleen Hart  
Borough Clerk

BOROUGH OF ROOSEVELT  
COUNTY OF MONMOUTH  
STATE OF NEW JERSEY

**RESOLUTION NO. 18-06**  
**MEETING DATE: 01-02-18**

**RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS**

---

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

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Roosevelt that Asbury Park Press and The Times (Trenton Times) are hereby designated as the official newspapers for the Borough of Roosevelt for the year 2017.

**BE IT FURTHER RESOLVED**, that said newspapers are designated to receive any and all meeting notices of the Borough and official documents for publication as required by law.

**BE IT FURTHER RESOLVED**, that the bulletin boards at the Municipal Building and the Post Office are hereby designated for posting of all official notices.

**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 January 2, 2018.

---

Kathleen Hart  
Borough Clerk



**RESOLUTION NO. 18-07**  
**MEETING DATE: 01-02-18**

**CONSENT TO APPOINTMENTS FOR 2018 -  
BOROUGH OFFICIALS**

---

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

**BE IT RESOLVED** that the following appointments are hereby made by the Mayor and confirmed by the Council of the Borough of Roosevelt:

	<b><u>Joint Insurance Fund Commissioner</u></b>	
Kathleen Hart	1 yr.	December 31, 2018
	<b><u>Safety Coordinator</u></b>	
Gregg Possiel	1 yr.	December 31, 2018
	<b><u>Tax Search Officer</u></b>	
Salvatore Cannizzaro	1 yr.	December 31, 2018
	<b><u>Assessment Search Officer</u></b>	
Kathleen Hart	1 yr.	December 31, 2018
	<b><u>Public Agency Compliance Officer (P.A.C.O.)</u></b>	
Ana Devebec	1 yr.	December 31, 2018
	<b><u>Records Officer</u></b>	
Ana Devebec	1 yr.	December 31, 2018
	<b><u>Clean Communities Coordinator</u></b>	
Ron Kostar	1 yr.	December 31, 2018
	<b><u>Emergency Management Coordinator</u></b>	
Rob Masterson	1 yr.	December 31, 2018
	<b><u>Deputy Emergency Management Coordinator</u></b>	
Cody Parker	1 yr.	December 31, 2018
	<b><u>Public Defender</u></b>	
Raymond Raya	1 yr.	December 31, 2018
	<b><u>Prosecutor</u></b>	
Susan L. Solda DeSimone, Esq.	1 yr.	December 31, 2018
	<b><u>Zoning Officer</u></b>	
_____	1 yr.	December 31, 2018

John Marini	<b><u>Assistant Zoning Officer</u></b> 1 yr.	December 31, 2018
_____	<b><u>Code Enforcement Officer</u></b> 1 yr.	December 31, 2018
John Marini	<b><u>Assistant Code Enforcement Officer</u></b> 1 yr.	December 31, 2018
John Marini	<b><u>Housing Inspector</u></b> 1 yr.	December 31, 2018
_____	<b><u>Assistant Housing Inspector</u></b> 1 yr.	December 31, 2018
Fran Hezronyi	<b><u>School Crossing Guards</u></b> 1 yr.	December 31, 2018
Danielle Vansalisbury	1 yr.	December 31, 2018
Kathleen Murphy	1 yr.	December 31, 2018

**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 January 2, 2018.

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

**RESOLUTION NO. 18-08**  
**MEETING DATE: 01-02-18**

**RESOLUTION TO REJECT REQUEST FOR QUALIFICATIONS/PROPOSALS  
2018 PROFESSIONAL SERVICES FOR BOROUGH ATTORNEY**

---

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

**WHEREAS**, the Governing Body issued a Request for Qualifications/Proposals for 2018 Professional Services through the Fair and Open Process with a response date of December 11, 2017; and

**WHEREAS**, the Governing Body rejects all Request for Qualifications/Proposals for 2018 Professional Services under the Fair and Open Process for Borough Attorney; and

**WHEREAS**, the Governing Body will accept contracts for Borough Attorney under the Non Fair and Open process.

**NOW THEREFORE, BE IT RESOLVED**, that the Governing Body of the Borough of Roosevelt, State of New Jersey, rejects all Request for Qualifications/Proposals for 2018 Professional Services under the Fair and Open Process for Borough Attorney with a response date of December 11, 2017.

**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 January 2, 2018.

---

Kathleen Hart  
Borough Clerk

**RESOLUTION NO. 18-09**  
**MEETING DATE: 01-02-18**

**AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL  
LEGAL SERVICES**

---

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

**WHEREAS**, there exists the need for professional legal services for 2018 pertaining to general municipal, water and sewer, redevelopment, personnel and litigation/union matters; and

**WHEREAS**, the Borough Council wishes to appoint Gregory J. Cannon of the firm Sobel Han, LLP as Borough Attorney effective January 1, 2018; and

**WHEREAS**, the cost for the proposed services shall not exceed \$2,500.00 a month without further approval by the Borough Council with exception to adversarial matters billed at an hourly rate of \$150.00; and

**WHEREAS**, funds for this purpose will be made available in the 2018 budget; and

**WHEREAS**, the Local Public Contracts Law authorizes the awarding of a contract for "professional services" without public advertising for bids and bidding, provided that the Resolution authorizing the contract and the contract itself are available for public inspection in the office of the Municipal Clerk and that notice of the awarding of the contract be published in a newspaper of general circulation in the municipality; and

**WHEREAS**, it has been determined that the value of this contract may exceed \$17,500.00, and therefore the contract is also subject to the provisions of the State's Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4, *et seq.*; and

**WHEREAS**, the anticipated term of this contract is for one (1) year, and it may only be renewed upon further action of the Borough Council; and

**WHEREAS**, this contract is intended to be awarded as a "non-fair and open contract" pursuant to and in accordance with the Local Unit Pay-to-Play Law; and

**WHEREAS**, the firm of Sobel Han, LLP has completed and submitted a Business Entity Disclosure Certification pursuant to the Local Unit Pay-to-Play law (specifically, at N.J.S.A. 19:44A-20.8).

**NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED**, by the Borough Council of the Borough of Roosevelt, in the County of Monmouth and State of New Jersey, as follows:

1. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Roosevelt and Gregory J. Cannon of the firm Sobel Han, LLP regarding the above-referenced professional legal services, as set forth herein.
2. That this contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because Sobel Han, LLP is a firm whose attorneys are authorized by law to practice a recognized profession.

3. That this contract is being awarded in accordance with the Local Unit Pay-to-Play Law and the Business Disclosure Entity Certification, and other certifications required pursuant to same shall be placed on file with the contract.

**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 January 2, 2018.

---

Kathleen Hart  
Borough Clerk

## BOROUGH OF ROOSEVELT

I, George J. Lang, Chief Financial Officer of the Borough of Roosevelt, do hereby certify that funds are available for the following contracts to awarded.

Vendor	Budget Account	Temporary Budget	Total Award
Gregory Cannon	Legal OE	10,000	40,000
Roberts Engineering	Engineer OE	7,000	30,000
Roberts Engineering	Water Sewer Engineer	10,000	30,000
Samuel Klein and Company	Audit OE	500	25,000
Meghan Bennett Clark Esq.	Water Sewer OE	2,000	25,000
Tom Thomas	Planning Board OE	2,000	5,000
Millstone Township	Court OE	-	6,000
Millstone Township	Streets and Roads OE	1,000	As needed
Millstone Township	Solid Waste OE	200	200
City Connections	General Administration	1,800	1,800
Edmunds Associates	Data Processing OE	4,000	4,000
Edmunds Associates	Water-Sewer OE	2,308	2,308
Kerry E. Higgins, Esq.	Legal OE	2,000	5,000

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

  
 \_\_\_\_\_  
 George J. Lang  
 Chief Financial Officer

Dated January 2, 2018

**RESOLUTION NO. 18-10**  
**MEETING DATE: 01-02-18**

**AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL  
ENGINEERING SERVICES TO CARMELA ROBERTS, P.E., OF ROBERTS  
ENGINEERING GROUP, LLC.**

---

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

**WHEREAS**, there exists the need for professional engineering services for 2018; and

**WHEREAS**, the Borough Council wishes to appoint Carmela Roberts, P.E. of the firm Roberts Engineering Group, LLC as Borough Engineer effective January 1, 2018; and

**WHEREAS**, the cost for the proposed services shall not exceed \$60,000.00 without further approval by the Borough Council; and,

**WHEREAS**, funds for this purpose will be made available in the 2018 budget; and

**WHEREAS**, the Governing Body issued a Request for Qualifications/Proposals with a response date of December 11, 2017 and received three (3) responses for engineer; and,

**WHEREAS**, the Governing Body reviewed the proposals and Carmela Roberts, P.E. of the firm Roberts Engineering Group, LLC meets all the qualifications; and,

**WHEREAS**, the anticipated term of this contract is for one (1) year, and it may only be renewed upon further action of the Borough Council; and

**NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED**, by the Borough Council of the Borough of Roosevelt, in the County of Monmouth and State of New Jersey, as follows:

1. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Roosevelt and Carmela Roberts, P.E. of the firm Roberts Engineering Group, LLC regarding the above-referenced professional engineering services, as set forth herein.
2. That this contract is awarded pursuant to Fair and Open Process.

**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 January 2, 2018.

---

Kathleen Hart  
Borough Clerk

# BOROUGH OF ROOSEVELT

I, George J. Lang, Chief Financial Officer of the Borough of Roosevelt, do hereby certify that funds are available for the following contracts to awarded.

Vendor	Budget Account	Temporary Budget	Total Award
Gregory Cannon	Legal OE	10,000	40,000
Roberts Engineering	Engineer OE	7,000	30,000
Roberts Engineering	Water Sewer Engineer	10,000	30,000
Samuel Klein and Company	Audit OE	500	25,000
Meghan Bennett Clark Esq.	Water Sewer OE	2,000	25,000
Tom Thomas	Planning Board OE	2,000	5,000
Millstone Township	Court OE	-	6,000
Millstone Township	Streets and Roads OE	1,000	As needed
Millstone Township	Solid Waste OE	200	200
City Connections	General Administration	1,800	1,800
Edmunds Associates	Data Processing OE	4,000	4,000
Edmunds Associates	Water-Sewer OE	2,308	2,308
Kerry E. Higgins, Esq.	Legal OE	2,000	5,000

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

  
 \_\_\_\_\_  
 George J. Lang  
 Chief Financial Officer

Dated January 2, 2018



**RESOLUTION NO. 18-11**  
**MEETING DATE: 01-02-18**

**AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL AUDITING  
SERVICES TO GERALD STANKIEWICZ, CPA, RMA FOR THE CALENDAR YEAR 2018**

---

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

**WHEREAS**, there exists the need for professional auditing services for 2018; and

**WHEREAS**, the Borough Council wishes to appoint Gerald Stankiewicz, CPA, RMA of Samuel Klein and Company as Borough Auditor effective January 1, 2018; and

**WHEREAS**, the cost for the proposed services shall not exceed \$25,000.00 without further approval by the Borough Council; and

**WHEREAS**, funds for this purpose will be made available in the 2018 budget; and

**WHEREAS**, the Governing Body issued a Request for Qualifications/Proposals with a response date of December 11, 2017 and received one (1) response for auditor; and

**WHEREAS**, the Governing Body reviewed the proposal and Gerald Stankiewicz, CPA, RMA of the firm Samuel Klein and Company meets all the qualifications; and

**WHEREAS**, the anticipated term of this contract is for one (1) year, and it may only be renewed upon further action of the Borough Council; and

**NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED** by the Borough Council of the Borough of Roosevelt, in the County of Monmouth, State of New Jersey as follows:

1. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Roosevelt and Gerald Stankiewicz, CPA, RMA of the firm Samuel Klein and Company regarding the above-referenced professional auditing services, as set forth herein.
2. That this contract is awarded pursuant to Fair and Open Process.

**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 January 2, 2018.

---

Kathleen Hart  
Borough Clerk

# BOROUGH OF ROOSEVELT

I, George J. Lang, Chief Financial Officer of the Borough of Roosevelt, do hereby certify that funds are available for the following contracts to awarded.

Vendor	Budget Account	Temporary Budget	Total Award
Gregory Cannon	Legal OE	10,000	40,000
Roberts Engineering	Engineer OE	7,000	30,000
Roberts Engineering	Water Sewer Engineer	10,000	30,000
Samuel Klein and Company	Audit OE	500	25,000
Meghan Bennett Clark Esq.	Water Sewer OE	2,000	25,000
Tom Thomas	Planning Board OE	2,000	5,000
Millstone Township	Court OE	-	6,000
Millstone Township	Streets and Roads OE	1,000	As needed
Millstone Township	Solid Waste OE	200	200
City Connections	General Administration	1,800	1,800
Edmunds Associates	Data Processing OE	4,000	4,000
Edmunds Associates	Water-Sewer OE	2,308	2,308
Kerry E. Higgins, Esq.	Legal OE	2,000	5,000

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

  
 \_\_\_\_\_  
 George J. Lang  
 Chief Financial Officer

Dated January 2, 2018

**RESOLUTION NO. 18-12**  
**MEETING DATE: 01-02-18**

**AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL BOND COUNSEL SERVICES TO MEGHAN BENNETT CLARK OF THE FIRM GLUCKWALRATH LLP FOR THE CALENDAR YEAR 2018**

---

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

**WHEREAS**, there exists the need for professional Bond Counsel services in connection with the financing of capital improvements for 2018; and

**WHEREAS**, the Borough Council wishes to appoint Meghan Bennett Clark of the firm GluckWalrath, LLP as Borough Bond Counsel effective January 1, 2018; and

**WHEREAS**, the cost for the proposed services shall not exceed \$25,000.00 without further approval by the Borough Council; and

**WHEREAS**, funds for this purpose will be made available in the 2018 budget; and

**WHEREAS**, the Governing Body issued a Request for Qualifications/Proposals with a response date of December 11, 2017 and received two (2) responses for bond counsel; and

**WHEREAS**, the Governing Body reviewed the proposals and Meghan Bennett Clark of the firm GluckWalrath, LLP meets all the qualifications; and

**WHEREAS**, the anticipated term of this contract is for one (1) year, and it may only be renewed upon further action of the Borough Council; and

**NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED**, by the Borough Council of the Borough of Roosevelt, in the County of Monmouth and State of New Jersey, as follows:

1. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Roosevelt and Meghan Bennett Clark of the firm GluckWalrath, LLP regarding the above-referenced professional bond counsel services, as set forth herein.
2. That this contract is being awarded pursuant to Fair and Open Process.

**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 January 2, 2018.

---

Kathleen Hart  
Borough Clerk

# BOROUGH OF ROOSEVELT

I, George J. Lang, Chief Financial Officer of the Borough of Roosevelt, do hereby certify that funds are available for the following contracts to awarded.

Vendor	Budget Account	Temporary Budget	Total Award
Gregory Cannon	Legal OE	10,000	40,000
Roberts Engineering	Engineer OE	7,000	30,000
Roberts Engineering	Water Sewer Engineer	10,000	30,000
Samuel Klein and Company	Audit OE	500	25,000
Meghan Bennett Clark Esq.	Water Sewer OE	2,000	25,000
Tom Thomas	Planning Board OE	2,000	5,000
Millstone Township	Court OE	-	6,000
Millstone Township	Streets and Roads OE	1,000	As needed
Millstone Township	Solid Waste OE	200	200
City Connections	General Administration	1,800	1,800
Edmunds Associates	Data Processing OE	4,000	4,000
Edmunds Associates	Water-Sewer OE	2,308	2,308
Kerry E. Higgins, Esq.	Legal OE	2,000	5,000

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

  
 \_\_\_\_\_  
 George J. Lang  
 Chief Financial Officer

Dated January 2, 2018

**RESOLUTION NO. 18-13**  
**MEETING DATE: 01-02-18**

**AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL PLANNING  
CONSULTANT SERVICES TO THOMAS A. THOMAS, P.O., A.I.C.P. OF THOMAS  
PLANNING ASSOCIATES, LLC FOR THE CALENDAR YEAR 2018**

---

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

**WHEREAS**, there exists the need for professional Planning services for 2018; and

**WHEREAS**, the Borough Council wishes to appoint Thomas A. Thomas, P.O., A.I.C.P. of the firm Thomas Planning Associates, LLC as Borough Planner effective January 1, 2018; and

**WHEREAS**, the cost for the proposed services shall not exceed \$5,000.00 without further approval by the Borough Council; and

**WHEREAS**, funds for this purpose will be made available in the 2018 budget; and

**WHEREAS**, the Governing Body issued a Request for Qualifications/Proposals with a response date of December 11, 2017 and received two (2) responses for planner; and

**WHEREAS**, the Governing Body reviewed the proposals and Thomas A. Thomas, P.O., A.I.C.P. of the firm Thomas Planning Associates, LLC meets all the qualifications; and

**WHEREAS**, the anticipated term of this contract is for one (1) year, and it may only be renewed upon further action of the Borough Council; and

**NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED**, by the Borough Council of the Borough of Roosevelt, in the County of Monmouth and State of New Jersey, as follows:

1. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Roosevelt and Thomas A. Thomas, P.O., A.I.C.P. of the firm Thomas Planning Associates, LLC regarding the above-referenced professional planning services, as set forth herein.
2. That this contract is being awarded pursuant to Fair and Open Process.

**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 January 2, 2018.

---

Kathleen Hart  
Borough Clerk

# Resolution No.: 18-14

Borough of Roosevelt  
County of Monmouth  
State of New Jersey

## RESOLUTION PROVIDING FOR 2018 TEMPORARY BUDGET APPROPRIATIONS

WHEREAS, in the normal operation of the business of the Borough of Roosevelt, it will be necessary for making contracts, commitments and payments prior to the adoption of the regular budget for the Borough of Roosevelt; and

WHEREAS revised Statute 40A:4-19 of the State of New Jersey provides that the Governing Body of any municipality may make temporary appropriations to provide for any contract, commitments or payments to be made between the beginning of the budget year

WHEREAS, the date of this resolution is within the thirty (30) days of the month of January 2018; and

WHEREAS, the total amount of appropriations hereunder of **\$454,941.00** do not exceed twenty-six and one quarter percent (26.25%) of the total budget appropriations of the Borough of Roosevelt for 2017, exclusive of any 2017 appropriations made for debt and capital improvements

NOW, THEREFORE, BE IT RESOLVED that the following temporary budget for the Borough of Roosevelt for the year 2018 be adopted, and a certified copy of this resolution be forwarded to the Borough Chief Financial Officer and Treasurer for their records.

### CERTIFICATION

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on January 2, 2018.

---

Kathleen Hart  
Borough Clerk

**BOROUGH OF ROOSEVELT  
2018 TEMPORARY BUDGET  
CURRENT FUND**

GENERAL GOVERNMENT FUNCTIONS

General Administration:	
Salaries and Wages	17,000.00
Data Processing	10,000.00
Other Expenses	4,200.00
Mayor and Council:	
Other Expenses	650.00
Municipal Clerk:	
Salaries and Wages	12,000.00
Other Expenses	3,000.00
Financial Administration:	
Salaries and Wages	5,700.00
Other Expenses	1,500.00
Audit Services:	
Other Expenses	500.00
Revenue Administration	
(Collection of Taxes):	
Salaries and Wages	2,200.00
Other Expenses	2,400.00
Tax Assessment Administration	
(Assessment of Taxes):	
Salaries and Wages	2,400.00
Other Expenses	1,000.00
Legal Services and Costs:	
Other Expenses	15,000.00
Engineering Services and Costs:	
Other Expenses	7,000.00

LAND USE ADMINISTRATION

Planning Board:	
Salaries and Wages	1,100.00
Other Expenses	8,000.00
Zoning Officer:	
Salaries and Wages	2,000.00
Other Expenses	200.00

INSURANCE

Purchase of Insurance:	
Unemployment Compensation Insurance	600.00
Liability	8,000.00
Worker Compensation	9,000.00
Employee Group Plans	5,000.00

**BOROUGH OF ROOSEVELT  
2018 TEMPORARY BUDGET  
CURRENT FUND**

PUBLIC SAFETY FUNCTIONS

Office of Emergency Management:	
Other Expenses	300.00
Aid to Volunteer First Aid	
Other Expenses	8,000.00
School Crossing Guards:	
Salaries and Wages	5,000.00

PUBLIC WORKS FUNCTIONS

Streets and Road Maintenance	
(Road Repairs and Maintenance):	
Salaries and Wages	8,000.00
Other Expenses	16,000.00
Solid Waste Collection	
(Garbage and Trash Removal):	
Other Expenses	8,000.00
Public Buildings and Grounds:	
Other Expenses	13,000.00
Vehicle Maintenance:	
Other Expenses	400.00

HEALTH AND HUMAN SERVICES FUNCTIONS

Public Health Services	
Other Expenses	2,300.00
Environmental Commission:	
Salaries and Wages	500.00
Other Expenses	1,000.00
Animal Control:	
Other Expenses	400.00

PARK AND RECREATION FUNCTIONS

Recreation Services and Programs:	
Salaries and Wages	2,400.00
Other Expenses	3,000.00

OTHER COMMON OPERATING  
FUNCTIONS

Celebration of Public Events:	
Other Expenses	400.00

CODE ENFORCEMENT

Salaries and Wages	550.00
--------------------	--------

HOUSING INSPECTION

Salaries and Wages	750.00
--------------------	--------

UTILITY EXPENSE AND BULK PURCHASES

Electricity	1,200.00
Street Lighting	3,000.00
Telephone	1,500.00
Gas (Natural and Propane)	3,000.00
Gasoline	1,200.00



**BOROUGH OF ROOSEVELT  
2018 TEMPORARY BUDGET  
CURRENT FUND**

LANDFILL/SOLID WASTE DISPOSAL  
COSTS

Landfill Tipping Fees:	
Other Expenses	10,000.00

STATUTORY EXPENDITURES

Contribution to:	
Social Security System (O.A.S.I.)	5,000.00

Recycling Tax	500.00
---------------	--------

SHARED SERVICES

Hightstown Shared Services Trash Collection	16,000.00
---------------------------------------------	-----------

Police Dispatch/911 - Monmouth County	7,421.00
---------------------------------------	----------

Millstone Fire Protection Services	18,000.00
------------------------------------	-----------

Capital Improvement Fund	<u>2,000.00</u>
--------------------------	-----------------

<b>TOTAL CURRENT FUND</b>	<b><u><u>257,271.00</u></u></b>
---------------------------	---------------------------------

**WATER SEWER UTILITY FUND**

OPERATING

Salaries and Wages	42,000.00
Other Expenses	120,000.00

STATUTORY EXPENDITURES

Contribution to:	
Social Security System (O.A.S.I.)	3,500.00
Unemployment Compensation Insurance	400.00

DEBT SERVICE

Principal and Interest FHA Loan -1982	9,000.00
NJEIT Loan Interest	5,657.00
NJEIT Loan Principal	<u>17,113.00</u>

<b>TOTAL WATER SEWER UTILITY FUND</b>	<b><u><u>197,670.00</u></u></b>
---------------------------------------	---------------------------------

<b>GRAND TOTAL</b>	<b><u><u>454,941.00</u></u></b>
--------------------	---------------------------------

THIS IS TO CERTIFY THAT THIS IS A TRUE AND COMPARED COPY OF A RESOLUTION ADOPTED BY THE BOROUGH COUNCIL OF THE BOROUGH OF ROOSEVELT.

DATED: January 2, 2018

ATTEST:

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

**RESOLUTION NO. 18-15**  
**MEETING DATE: 01-02-18**

**DESIGNATING OCEAN FIRST BANK AS DEPOSITORY FOR  
THE ROOSEVELT MUNICIPAL COURT**

---

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

**WHEREAS**, the Mayor and Council of the Borough of Roosevelt have designated Millstone Township Municipal Court as the Court facility to be used by the Borough of Roosevelt.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Roosevelt that Ocean First Bank, Freehold Branch, is hereby designated as a depository of this Court and that the Current Account be opened and maintained in the name of the Borough of Roosevelt Municipal Court; and

**BE IT FURTHER RESOLVED**, that the Honorable Judge and, Diane Canzanella, Court Administrator, are hereby authorized on behalf of this Court to sign and endorse checks from said account.

**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 January 2, 2018.

---

Kathleen Hart  
Borough Clerk

**RESOLUTION NO. 18-16**  
**MEETING DATE: 01-02-18**

**DESIGNATING FIRST CONSTITUTION BANK,  
HIGHTSTOWN BRANCH AS DEPOSITORY FOR THE BOROUGH OF ROOSEVELT**

---

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

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Roosevelt that First Constitution Bank, Hightstown Branch, is hereby designated as a depository of this Borough during the year 2018; and

**BE IT FURTHER RESOLVED** that the following accounts are to be maintained at First Constitution Bank:

1. Current Fund
2. Trust Fund
3. General Capital Fund
4. Water/Sewer Operating Fund
5. Water/Sewer Capital Fund
6. Animal Control Fund
7. Disbursement Account
8. Payroll Account

**BE IT FURTHER RESOLVED**, that the First Constitution Bank, Hightstown Branch is authorized to make payments from the funds of this Borough upon acceptance of written documents signed by three (3) of its following officers: Mayor, Council President, Council Finance Committee Members, Borough Clerk, Treasurer or Chief Financial Officer.

**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 January 2, 2018.

---

Kathleen Hart  
Borough Clerk

**RESOLUTION NO. 18-17**  
**MEETING DATE: 01-02-18**

**AUTHORIZING THE ROOSEVELT TAX COLLECTOR TO CANCEL PROPERTY TAX  
REFUNDS AND DELINQUENCIES OF LESS THAN \$5.00 PURSUANT TO N.J.S.A. 40A:17.1**

---

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

**WHEREAS**, the Roosevelt Finance Department has recommended that the authorization be afforded to the Borough of Roosevelt Tax Collector to cancel any property tax refunds and delinquencies of less than \$5.00 pursuant to the authority granted by the New Jersey Local Fiscal Affairs law, N.J.S.A. 40a:5-17.1, inasmuch as processing of notices of such tax refunds or delinquencies is not cost effective when compared to the amount of funds in question; and

**WHEREAS**, the Mayor and Council of the Borough of Roosevelt have reviewed said recommendations and find the same to be in the best interest of the Borough of Roosevelt, and further find that such practice is not unreasonable.

**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, that the Borough of Roosevelt Tax Collector be and is hereby authorized, pursuant to N.J.S.A. 40A:5-17.1, to cancel any property tax refund or delinquency that is less than \$5.00.

**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 January 2, 2018.

---

Kathleen Hart  
Borough Clerk

**RESOLUTION NO. 18-18**  
**MEETING DATE: 01-02-18**

**ESTABLISHING THE RATE OF INTEREST TO BE CHARGED ON  
DELINQUENT TAXES AND OTHER MUNICIPAL CHARGES**

---

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

**WHEREAS**, the Mayor and Council of the Borough of Roosevelt are empowered pursuant to N.J.S.A. 54:4-67, to fix the rate on interest to be charged for nonpayment of taxes and other municipal charges; and

**WHEREAS**, the Mayor and Council of the Borough of Roosevelt find that assessment of interest against delinquent municipal taxes and other charges will encourage prompt payment of same by property owners, resulting in more efficient collection of revenues by the Borough of Roosevelt; and

**WHEREAS**, the Mayor and Council of the Borough of Roosevelt find that it is in the best interest of the citizens of the Borough of Roosevelt to assess such interest.

**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, that the Tax Collector is hereby authorized to charge the maximum legal rate of interest allowed pursuant to N.J.S.A. 54:4-67 for delinquencies as defined therein, as may be amended and supplemented from time to time, which rates are presently as follows:

Eight percent (8%) interest on delinquencies up to one thousand five-hundred dollars (\$1,500.00);

Eighteen percent (18%) interest on delinquencies equal to or greater than one thousand five-hundred dollars and one cent (\$1,500.01)

provided that no interest shall be charged on payment if any installment is made ten (10) calendar days following the date upon when installment becomes payable.

**BE IT FURTHER RESOLVED**, that when any delinquency as defined in N.J.S.A. 54:4-67, is in excess of ten thousand dollars (\$10,000.00), the Borough of Roosevelt Tax Collector is hereby authorized to impose the penalty thereon at a minimum legal rate of interest allowed pursuant to N.J.S.A. 54:4, as may be amended and supplemented from time to time, which penalty is presently six percent (6%).

**BE IT FURTHER RESOLVED**, that the Borough of Roosevelt Water/Sewer Collector is hereby authorized to charge the maximum rate of interest allowed by law for the water/sewer delinquencies, as may be amended and supplemented from time to time, which rate are presently as follows:

Eight percent (8%) interest on delinquencies up to one thousand five-hundred dollars (\$1,500.00);

Eighteen percent (18%) interest on delinquencies equal to or greater than one thousand five-hundred dollars and one cent (\$1,500.01)

provided that no interest be charged if payments of any installments were made within ten (10) calendar days following the date upon when payable.

**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 January 2, 2018.

---

Kathleen Hart  
Borough Clerk

**RESOLUTION NO. 18-19**  
**MEETING DATE: 01-02-18**

**AUTHORIZING A SHARED SERVICES AGREEMENT WITH MILLSTONE TOWNSHIP FOR  
THE UTILIZATION OF MILLSTONE TOWNSHIP MUNICIPAL COURT  
AND RELATED PERSONNEL SERVICES**

---

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

**WHEREAS**, N.J.S.A. 2B:12-1(c) and N.J.S.A. 40A:65-1 authorizes a contract between municipalities for the performance and provision of services related to the operation of a Municipal Court and related services.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Roosevelt as follows:

1. The Mayor and Council of the Borough of Roosevelt thereby authorize a contract for the performance and provision of facilities and services related to the operation of a Municipal Court with the Township of Millstone.
2. The contract provides for the designation of the Millstone Township Municipal Court as the Municipal Court for the Borough of Roosevelt and the utilization of the facilities of the Township of Millstone and services of the officers and employees of the Municipal Court of the Township of Millstone, including but not limited to the Court Administrator, the Municipal Prosecutor and the Municipal Public Defender, and for the establishment and maintenance of any and all accounts and records required by law at the Municipal Court of the Township of Millstone.
3. The compensation paid to the Township of Millstone for the use of its facilities and provisions of the services authorized by this resolution and the contract necessary to implement this resolution shall not exceed \$6,000.00 for the period of January 1, 2018 to December 31, 2018.

**BE IT FURTHER RESOLVED**, that the Mayor and Borough Clerk are hereby authorized to execute a Contract for the provision of the above services, a copy of which contract shall be maintained in the Borough Clerk's Office.

**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 January 2, 2018.

---

Kathleen Hart  
Borough Clerk

# BOROUGH OF ROOSEVELT

I, George J. Lang, Chief Financial Officer of the Borough of Roosevelt, do hereby certify that funds are available for the following contracts to awarded.

Vendor	Budget Account	Temporary Budget	Total Award
Gregory Cannon	Legal OE	10,000	40,000
Roberts Engineering	Engineer OE	7,000	30,000
Roberts Engineering	Water Sewer Engineer	10,000	30,000
Samuel Klein and Company	Audit OE	500	25,000
Meghan Bennett Clark Esq.	Water Sewer OE	2,000	25,000
Tom Thomas	Planning Board OE	2,000	5,000
Millstone Township	Court OE	-	6,000
Millstone Township	Streets and Roads OE	1,000	As needed
Millstone Township	Solid Waste OE	200	200
City Connections	General-Administration	1,800	1,800
Edmunds Associates	Data Processing OE	4,000	4,000
Edmunds Associates	Water-Sewer OE	2,308	2,308
Kerry E. Higgins, Esq.	Legal OE	2,000	5,000

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

  
 \_\_\_\_\_  
 George J. Lang  
 Chief Financial Officer

Dated January 2, 2018



**RESOLUTION NO. 18-20**  
**MEETING DATE: 01-02-18**

**APPOINTMENT OF MUNICIPAL COURT EMPLOYEES**

---

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

**WHEREAS**, the Mayor and Council of the Borough of Roosevelt have voted to use the services of Millstone Township Municipal Court for the year 2018.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Roosevelt that Dawn Wattai be appointed the Violation Clerk; and

**BE IT FURTHER RESOLVED** that Julia Burton, and Cathy Gaertner be appointed to assist the Court Administrator for emergency coverage only; and

**BE IT FURTHER RESOLVED** that Diane Canzanella, tenured as per N.J.S.A. 2A:8-13.3, remains the Court Administrator for the Borough of Roosevelt; and

**BE IT FURTHER RESOLVED** that Raymond Raya be appointed as Public Defender; and

**BE IT FURTHER RESOLVED** that Susan L. Solda DeSimone, Esq. be appointed as Municipal Prosecutor; and

**BE IT FURTHER RESOLVED** that the Borough Clerk is hereby authorized to forward a true copy of this Resolution to Millstone Township Municipal Court.

**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 January 2, 2018.

---

Kathleen Hart  
Borough Clerk

**RESOLUTION NO. 18-21**  
**MEETING DATE: 01-02-18**

**AUTHORIZING A SHARED SERVICES AGREEMENT  
WITH THE TOWNSHIP OF MILLSTONE FOR REPAIR, MAINTENANCE  
AND SNOW REMOVAL ON NURKO ROAD FOR THE YEAR 2018**

---

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

**WHEREAS**, the Township of Millstone (Millstone) and the Borough of Roosevelt (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 and snow removal of the street known as Nurko Road; 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 Parties have each duly authorized their proper officials to enter into and execute this Agreement.

**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 with the Township of Millstone, pursuant to the “Uniform Shared Services and Consolidation Act”, N.J.S.A. 40A:65-1, et seq., to provide services referenced above.
2. That the Mayor is authorized to execute and the Municipal Clerk to attest to the Agreement.
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.
4. That a certified copy of this resolution shall be provided to the Millstone Township Clerk.

**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 January 2, 2018.

---

Kathleen Hart  
Borough Clerk

## BOROUGH OF ROOSEVELT

I, George J. Lang, Chief Financial Officer of the Borough of Roosevelt, do hereby certify that funds are available for the following contracts to awarded.

Vendor	Budget Account	Temporary Budget	Total Award
Gregory Cannon	Legal OE	10,000	40,000
Roberts Engineering	Engineer OE	7,000	30,000
Roberts Engineering	Water Sewer Engineer	10,000	30,000
Samuel Klein and Company	Audit OE	500	25,000
Meghan Bennett Clark Esq.	Water Sewer OE	2,000	25,000
Tom Thomas	Planning Board OE	2,000	5,000
Millstone Township	Court OE	-	6,000
Millstone Township	Streets and Roads OE	1,000	As needed
Millstone Township	Solid Waste OE	200	200
City Connections	General-Administration	1,800	1,800
Edmunds Associates	Data Processing OE	4,000	4,000
Edmunds Associates	Water-Sewer OE	2,308	2,308
Kerry E. Higgins, Esq.	Legal OE	2,000	5,000

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

  
 \_\_\_\_\_  
 George J. Lang  
 Chief Financial Officer

Dated January 2, 2018

**RESOLUTION NO. 18-22**  
**MEETING DATE: 01-02-18**

**AUTHORIZING A SHARED SERVICES AGREEMENT  
WITH THE TOWNSHIP OF MILLSTONE FOR CERTIFIED RECYCLING COORDINATOR**

---

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

**WHEREAS**, the Township of Millstone (Millstone) and the Borough of Roosevelt (Roosevelt) (hereinafter collectively referred to as the “Parties”) wish to encourage inter-municipal cooperation and planning with regard to Certified Recycling Coordinator Services; 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 Parties agree that Millstone Township will provide Certified Recycling Coordinator Services to Roosevelt Borough at a cost not to exceed \$200.00 annually; and

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

**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 with the Township of Millstone, pursuant to the “Uniform Shared Services and Consolidation Act”, N.J.S.A. 40A:65-1, et seq., to provide services referenced above.
2. That the Mayor is authorized to execute and the Municipal Clerk to attest to the Agreement.
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.
4. That a certified copy of this resolution shall be provided to the Millstone Township Clerk.

**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 January 2, 2018.

---

Kathleen Hart  
Borough Clerk

# BOROUGH OF ROOSEVELT

I, George J. Lang, Chief Financial Officer of the Borough of Roosevelt, do hereby certify that funds are available for the following contracts to awarded.

Vendor	Budget Account	Temporary Budget	Total Award
Gregory Cannon	Legal OE	10,000	40,000
Roberts Engineering	Engineer OE	7,000	30,000
Roberts Engineering	Water Sewer Engineer	10,000	30,000
Samuel Klein and Company	Audit OE	500	25,000
Meghan Bennett Clark Esq.	Water Sewer OE	2,000	25,000
Tom Thomas	Planning Board OE	2,000	5,000
Millstone Township	Court OE	-	6,000
Millstone Township	Streets and Roads OE	1,000	As needed
Millstone Township	Solid Waste OE	200	200
City Connections	General-Administration	1,800	1,800
Edmunds Associates	Data Processing OE	4,000	4,000
Edmunds Associates	Water-Sewer OE	2,308	2,308
Kerry E. Higgins, Esq.	Legal OE	2,000	5,000

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

  
 \_\_\_\_\_  
 George J. Lang  
 Chief Financial Officer

Dated January 2, 2018

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

**RESOLUTION NO. 18-23  
MEETING DATE: 01-02-18**

**APPOINTING LOCAL REGISTRAR OF VITAL STATISTICS**

---

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

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Roosevelt that Kathleen Hart be and is hereby appointed Local Registrar of Vital Statistics commencing January 1, 2018 and ending December 31, 2018.

**NOW THEREFORE BE IT RESOLVED** by the Roosevelt Borough Council that this resolution shall be forwarded to the State Registrar of Vital Statistics, P.O. Box 370, Trenton, New Jersey 08625-0370 and to the appointee.

**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 January 2, 2018.

---

Kathleen Hart  
Borough Clerk

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

**RESOLUTION NO. 18-24  
MEETING DATE: 01-02-18**

**ACKNOWLEDGING DEPUTY REGISTRAR OF VITAL STATISTICS**

---

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

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Roosevelt that the appointment by the Local Registrar of Lorraine Maher as Deputy Registrar of Vital Statistics pursuant to N.J.S.A 26:8-17 is hereby acknowledged.

**NOW THEREFORE BE IT RESOLVED** by the Roosevelt Borough Council that this resolution shall be forwarded to the State Registrar of Vital Statistics, P.O. Box 370, Trenton, New Jersey 08625-0370 and to the appointee.

**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 January 2, 2018.

---

Kathleen Hart  
Borough Clerk

**RESOLUTION NO. 18-25**  
**MEETING DATE: 01-02-18**

**APPOINTING COUNCILMEMBERS TO SERVE AS REPRESENTATIVES TO THE VARIOUS  
BOARDS AND COMMITTEES OF THE BOROUGH**

---

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

**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 Councilmember \_\_\_\_\_ shall serve as representative to the Roosevelt Senior Organization.
2. That Councilmember \_\_\_\_\_ shall serve as representative to the Roosevelt Environmental Commission.
3. That Councilmember \_\_\_\_\_ shall serve as representative to the Roosevelt Board of Education.

**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 January 2, 2018.

---

Kathleen Hart  
Borough Clerk



**RESOLUTION NO. 18-26**  
**MEETING DATE: 01-02-18**

**APPOINTMENT OF A REPRESENTATIVE AND ALTERNATE REPRESENTATIVE  
TO THE MONMOUTH COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT  
(CDBG)**

---

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

**BE IT RESOLVED**, by the Mayor and Council of the Borough of Roosevelt that Michael Ticktin is hereby appointed as the Monmouth County Community Development Block Grant (CDBG) Representative for the term of one year commencing January 1, 2018 and terminating December 31, 2018; and

**BE IT FURTHER RESOLVED**, that \_\_\_\_\_ is hereby appointed as the Monmouth County Community Development Block Grant (CDBG) Alternate Representative for the term of one year commencing January 1, 2018 and terminating December 31, 2018.

**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 January 2, 2018.

---

Kathleen Hart  
Borough Clerk

**RESOLUTION NO. 18-27**  
**MEETING DATE: 01-02-18**

**2018 SOFTWARE SUPPORT AND LICENSE AGREEMENT WITH  
EDMUNDS & ASSOCIATES, INC.**

---

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 & Associates, Inc. for CY2018 as follows:

**2018 SOFTWARE MAINTENANCE**

TAX COLLECTIONS	\$1,500.00
FINANCIAL ACCOUNTING	\$3,308.00
UTILITY BILLING	\$1,500.00
MCSJ WIPP TAX ANNUAL FEE	\$ 0.00
MCSJ WIPP UTILITY ANNUAL FEE	<u>\$ 0.00</u>
<b>TOTAL</b>	<b><u>\$6,308.00</u></b>

**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 \$6,308.00 for calendar year 2018; and

**WHEREAS**, the CFO has certified that funds will be available in the 2018 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 Borough Clerk to execute the support agreements for computer software and maintenance as described herein for the calendar year 2018.

**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 & Associates, Inc., 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 January 2, 2018.

---

Kathleen Hart  
Borough Clerk

**RESOLUTION NO. 18-28  
MEETING DATE: 01-02-18**

**RESOLUTION TO ACCEPT CONTRACT FOR WEBSITE AND EMAIL HOSTING TO  
CITY CONNECTIONS LLC**

---

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

**WHEREAS**, the Borough is in need of a Borough website and email accounts; and

**WHEREAS**, quotes were solicited for hosting, design, build and maintain the Borough website and email accounts; and

**WHEREAS**, City Connections LLC submitted the lowest responsible proposal for hosting, design, build and maintain the Borough website and email accounts; and

**WHEREAS**; the Chief Financial Officer has certified that funds that are available.

**NOW, THEREFORE, BE IT RESOLVED**, that the Borough Council of the Borough of Roosevelt hereby accepts the Proposal from City Connections LLC in the amount not to exceed \$1,400.00 for hosting and maintaining the Borough website and \$18.00 per email account until December 31, 2018.

**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 January 2, 2018.

---

Kathleen Hart  
Borough Clerk

# BOROUGH OF ROOSEVELT

I, George J. Lang, Chief Financial Officer of the Borough of Roosevelt, do hereby certify that funds are available for the following contracts to awarded.

Vendor	Budget Account	Temporary Budget	Total Award
Gregory Cannon	Legal OE	10,000	40,000
Roberts Engineering	Engineer OE	7,000	30,000
Roberts Engineering	Water Sewer Engineer	10,000	30,000
Samuel Klein and Company	Audit OE	500	25,000
Meghan Bennett Clark Esq.	Water Sewer OE	2,000	25,000
Tom Thomas	Planning Board OE	2,000	5,000
Millstone Township	Court OE	-	6,000
Millstone Township	Streets and Roads OE	1,000	As needed
Millstone Township	Solid Waste OE	200	200
City Connections	General Administration	1,800	1,800
Edmunds Associates	Data Processing OE	4,000	4,000
Edmunds Associates	Water-Sewer OE	2,308	2,308
Kerry E. Higgins, Esq.	Legal OE	2,000	5,000

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

  
 \_\_\_\_\_  
 George J. Lang  
 Chief Financial Officer

Dated January 2, 2018

**RESOLUTION NO. 18-29**  
**MEETING DATE: 01-02-18**

**DESIGNATING A BOROUGH HISTORIAN FOR THE BOROUGH OF ROOSEVELT**

---

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

**BE IT RESOLVED** by the Roosevelt Borough Council that **Michael Ticktin** shall serve as the Borough Historian.

**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 January 2, 2018.

---

Kathleen Hart  
Borough Clerk

**RESOLUTION NO. 18-30**  
**MEETING DATE: 01-02-18**

**AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL LABOR COUNSEL  
TO KERRY E. HIGGINS, ESQ OF MCKENNA, DUPONT, HIGGINS & STONE, P.C. FOR THE  
CALENDAR YEAR 2018**

---

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

**WHEREAS**, there exists the need for professional Labor Counsel services for 2018; and

**WHEREAS**, the Borough Council wishes to appoint Kerry E. Higgins, Esq. of the firm McKenna, Dupont, Higgins & Stone, P.C. as Borough Labor Counsel effective January 1, 2018; and

**WHEREAS**, the cost for the proposed services shall not exceed \$5,000.00 without further approval by the Borough Council; and

**WHEREAS**, funds for this purpose will be made available in the 2018 budget; and

**WHEREAS**, the Governing Body issued a Request for Qualifications/Proposals with a response date of December 11, 2017 and received two (2) responses for labor counsel; and

**WHEREAS**, the Governing Body reviewed the proposals and Kerry E. Higgins, Esq. of the firm McKenna, Dupont, Higgins & Stone, P.C. meets all the qualifications; and

**WHEREAS**, the anticipated term of this contract is for one (1) year, and it may only be renewed upon further action of the Borough Council; and

**NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED**, by the Borough Council of the Borough of Roosevelt, in the County of Monmouth and State of New Jersey, as follows:

1. That the Mayor is authorized to execute and the Borough Clerk to attest an Agreement between the Borough of Roosevelt and Thomas A. Thomas, P.O., A.I.C.P. of the firm Thomas Planning Associates, LLC regarding the above-referenced professional planning services, as set forth herein.
2. That this contract is being awarded pursuant to Fair and Open Process.

**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 January 2, 2018.

---

Kathleen Hart  
Borough Clerk