

**BOROUGH OF ROOSEVELT  
COUNCIL MEETING AGENDA  
MARCH 12, 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 2, 2018 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 mailed to The Times and Asbury Park Press.

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

**MAYOR'S REPORT**

**PUBLIC COMMENT (Agenda items only)**

**APPROVAL OF MINUTES**

1. April 11, 2016 Regular Council Meeting Minutes
2. February 26, 2018 Regular Council Meeting Minutes
3. February 26, 2018 Closed Council Meeting Minutes

**CORRESPONDENCE:**

1. Letter, dated February 21, 2018 from the State of NJDOT awarding 2018 Municipal Aid Program for Improvements to Nurko Road and Elm Court in the amount of \$350,000.00
2. Resignation Letter from Toby Moore, Water/Sewer License Operator

**RESOLUTIONS:**

Resolution 18-50      Payment of Bills for March 12, 2018  
Resolution 18-51      Replacement of Sodium Aluminate Tanks  
Resolution 18-52      Accepting Toby Moore's Resignation Letter

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**REPORTS OF COMMITTEE CHAIRS**

Administration

Councilmember Hamilton

Community Dev/Code  
Envi. Health & Safety  
Finance  
Public Works  
Utilities

Councilmember Filepp  
Councilmember Sheean  
Councilmember Parrott  
Councilmember Parker  
Councilmember Trammell

**REPORTS OF BOROUGH OFFICIALS (If requested by Mayor or Committee Chair)**

**OLD BUSINESS**

**NEW BUSINESS**

1. Sale of Liquor License

**PUBLIC COMMENT (Any item)**

**CLOSED SESSION:**

Resolution 18-53 Providing for a Private Executive Meeting that Excludes the Public

Time In: \_\_\_\_\_

**ADJOURN CLOSED SESSION:**

Time Out: \_\_\_\_\_

**ADJOURNMENT**

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



cc: Council  
Carmela R.

# State of New Jersey

DEPARTMENT OF TRANSPORTATION  
P.O. Box 600  
Trenton, New Jersey 08625-0600

PHILIP D. MURPHY  
*Governor*

DIANE GUTIERREZ-SCACCETTI  
*Acting Commissioner*

SHEILA Y. OLIVER  
*Lt. Governor*

February 21, 2018

The Honorable Jeff Ellentuck  
Mayor, Roosevelt Borough  
Borough Hall, Box 128  
33 North Rochdale Avenue  
Roosevelt, NJ 08555

Dear Mayor Ellentuck:

I am pleased to inform you that your community has been selected to receive funding from the New Jersey Department of Transportation's (NJDOT) Fiscal Year 2018 Municipal Aid Program for Improvements to Nurko Road and Elm Court in the amount of \$350,000.00.

NJDOT's Municipal Aid Program is a very competitive program. This year the Department received 656 applications requesting more than \$298.6 million. There is \$161.25 million available in funds from the Transportation Trust Fund (TTF).

NJDOT is committed to providing statewide assistance for local governments for improvements to and preservation of the local transportation network. The completion of your project will help achieve this goal and pursue a transportation strategy that provides mobility through managing the local roadway system.

Should you have any questions regarding your grant, please contact the NJDOT Local Aid District Office in your area.

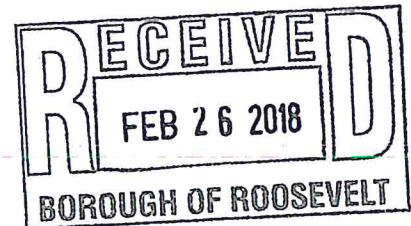
District 1 - Mt. Arlington - 973-601-6700  
District 2 - Newark - 973-877-1500

District 3 - Trenton - 609-530-5271  
District 4 - Cherry Hill - 856-486-6618

Again, thank you for your support of this program and good luck with your project.

Sincerely,

Diane Gutierrez-Saccetti  
Acting Commissioner



cc: Municipal Clerk  
cc: Municipal Engineer



# BOROUGH OF ROOSEVELT

P.O. BOX 128 ♦ ROOSEVELT, N.J. 08555-0128 ♦ OFFICE: (609) 443-1050 ♦ FAX: (609) 443-1440

## WATER AND SEWAGE DEPARTMENT

TOBY MOORE, JR., *Operations Manager*

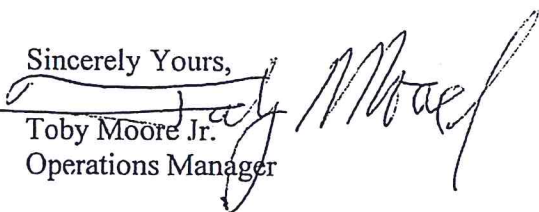
Wednesday, February 21, 2018

**To:** Mayor and Council

**Subject:** Resignation and Retirement

:  
This letter is to inform you of my Resignation and Retirement from the Borough of Roosevelt. I have set a retirement date for June 1, 2018. My last day of work will be May 31, 2018. Because of the extensive nature of the operations and maintenance of the Water and Sewage Plants, I have allowed 3 months, March, April, and May to transition anyone who is taking my place. It's been my pleasure to have served the Borough for the last 19 years.

Sincerely Yours,

  
Toby Moore Jr.  
Operations Manager

**RESOLUTION NO. 18-50**  
**MEETING DATE: 03-12-18**

**PAYMENT OF BILLS FOR MARCH 12, 2018**

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

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

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

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

**ROLL CALL:**

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**CERTIFICATION**

**I HEREBY CERTIFY** the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on March 12, 2018.

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Kathleen Hart  
Borough Clerk

March 8, 2018  
01:13 PM

BOROUGH OF ROOSEVELT  
Bill List By Vendor Name

Page No: 1

3-12-18 BILL LIST

P.O. Type: All  
Range: First  
Format: Condensed

to Last

Open: N    Paid: N    Void: N  
Rcvd: Y    Held: Y    Aprv: N  
Bid: Y    State: Y    Other: Y    Exempt: Y

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
CMRSF005 CMRS-FP	18-00146	02/27/18	POSTAGE FOR POSTAGE METER	Open	350.00	0.00		
DELAG005 DE LAGE LANDEN FINANCIAL	18-00148	02/27/18	#03 MAR'18 2/15-3/14 COPIER	Open	169.80	0.00		
DONAT005 DONATO, ESQ., MICHELE	18-00151	02/28/18	PLANNING BOARD 9/19/17-1/17/18	Open	217.22	0.00		
JCPL0005 JCP & L	18-00164	03/05/18	w/s-FEB 2018 ELECTRIC SERVICE	Open	3,936.95	0.00		
MONMO070 MONMOUTH COUNTY PUBLIC WORKS &	18-00152	02/28/18	BRINING/SALTING:2/5,2/6/18	Open	1,284.82	0.00		
	18-00153	02/28/18	SALTING:2/18/18	Open	625.76	0.00		
					1,910.58			
MUNIC015 MUNICIPAL CLERKS ASSOCIATION	18-00165	03/08/18	2018 MEMBERSHIP DUES	Open	75.00	0.00		
NJDEP005 NJ DEPARTMENT OF HEALTH	18-00157	03/01/18	DOG REPORT:FEB 2018	Open	13.80	0.00		
ORKIN005 ORKIN PEST CONTROL SERVICE	18-00134	02/16/18	FEB 2018 PEST CONTROL	Open	36.62	0.00		
PANME005 PAN METRO SERVICES	18-00166	03/08/18	1/Q/2018 BACKFLOW DEVICE CERT	Open	300.00	0.00		
PASSA005 PASSAIC VALLEY SEWERAGE	18-00150	02/28/18	SLUDGE DISPOSAL 1/16-2/15/18	Open	658.00	0.00		
PETTY005 PETTY CASH	18-00161	03/05/18	REIMBURSE PETTY CASH	Open	45.00	0.00		
	18-00167	03/08/18	REIMBURSE PETTY CASH	Open	19.49	0.00		
					64.49			
ROOSE005 ROOSEVELT BOARD OF EDUCATION	18-00154	02/28/18	MAR 2018 SCHOOL TAXES	Open	132,199.00	0.00		
SAUSE005 SAUSE, RICHARD	18-00159	03/02/18	REPLACE PRIMARY COMPRESSOR	Open	425.40	0.00		
STAPL005 STAPLES BUSINESS ADVANTAGE	18-00100	02/06/18	OFFICE SUPPLIES	Open	81.36	0.00		
THEHO010 THE HOME DEPOT	18-00145	02/27/18	LIGHTING REPAIRS IN FIRST AID	Open	99.39	0.00		
	18-00158	03/02/18	HARDWARE FOR HYDRANT MARKERS	Open	13.50	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
<hr/>								
THEH0010 THE HOME DEPOT								Continued
	18-00160	03/02/18	COMPRESSOR FOR BUBBLER SYSTEM	Open	264.00	0.00		
	18-00162	03/05/18	PAINT HARDENER & SAFETY HASP	Open	<u>21.14</u>	0.00		
					398.03			
<hr/>								
TRIU005 TRIUS, INC.								
	17-00936	12/31/17	NEW SNOW PLOW	Open	2,051.51	0.00		
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UNIVA005 UNIVAR USA, INC.								
	18-00109	02/13/18	SEWER-DELTA FLOC 2/8/18	Open	1,332.42	0.00		
	18-00110	02/13/18	WATER-CAUSTIC SODA 2/8/18	Open	751.35	0.00		
	18-00126	02/15/18	SEWER-DELTA FLOC 2/14/18	Open	<u>1,332.42</u>	0.00		
					3,416.19			
<hr/>								
VITAL005 VITAL COMMUNICATIONS, INC.								
	18-00155	02/28/18	FEB 2018 ON-LINE ACCESS FEE	Open	100.00	0.00		
	18-00156	02/28/18	MAR 2018 ON-LINE ACCESS FEE	Open	<u>100.00</u>	0.00		
					200.00			
<hr/>								
Total Purchase Orders:	26	Total P.O. Line Items:	0	Total List Amount:	146,503.95	Total Void Amount:		0.00
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Totals by Year-Fund		Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
Fund Description	Fund						
	7-01	2,249.11	0.00	2,249.11	0.00	0.00	2,249.11
	8-01	135,040.50	0.00	135,040.50	0.00	0.00	135,040.50
	8-09	9,200.54	0.00	9,200.54	0.00	0.00	9,200.54
	Year Total:	144,241.04	0.00	144,241.04	0.00	0.00	144,241.04
ANIMAL CONTROL	T-13	13.80	0.00	13.80	0.00	0.00	13.80
Total of All Funds:		146,503.95	0.00	146,503.95	0.00	0.00	146,503.95



# 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 bill list to be paid.

Vendor	Budget Account	Total Award
3/12/18 Bill List	various	146,503.95

BOROUGH OF ROOSEVELT

  
George J. Lang  
Chief Financial Officer

Dated: March 12, 2018

BOROUGH OF ROOSEVELT

**RESOLUTION NO. 18-51**  
**MEETING DATE: 03-12-18**

**RESOLUTION AUTHORIZING REPLACEMENT OF SODIUM ALUMINATE TANKS**

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

**WHEREAS**, the two (2) sodium aluminate tanks need to be replaced at the sewer plant; and

**WHEREAS**, the Water/Sewer Operator received quotes from the following:

Municipal Maintenance Co.	\$14,960.00
Lou Orost Jr. Mechanical Contractor	\$16,520.00
G.M.H. Associates	\$16,800.00

**WHEREAS**, the Roosevelt Borough Council has determined that it is necessary to replace the two (2) sodium aluminate tanks; and

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

**NOW THEREFORE**, Roosevelt hereby authorizes the replacement of the two (2) sodium aluminate tanks for \$14,960.00 from Municipal Maintenance Co.

**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 March 12, 2018.

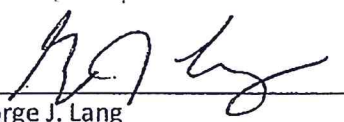
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Kathleen Hart  
Borough Clerk

# 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 contract to be awarded.

<u>Vendor</u>	<u>Budget Account</u>	<u>Total Award</u>
Municipal Maintenance Co.	Sewer Maintenance and Repairs	14,960.00

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

Dated: March 12, 2018

**RESOLUTION NO. 18-52**  
**MEETING DATE: 03-12-18**

**RESOLUTION ACCEPTING THE RESIGNATION LETTER OF TOBY  
MOORE, LICENSED WATER/SEWER OPERATOR, AND APPROVING  
MR. MOORE'S RETIREMENT TO BE EFFECTIVE JUNE 30, 2018**

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

**WHEREAS**, Toby Moore has been employed by the Borough of Roosevelt as its Licensed  
Water/Sewer Operator for approximately nineteen (19) years; and

**WHEREAS**, by letter dated February 21, 2018, Mr. Moore indicated his intention to retire  
from his employment with the Borough of Roosevelt; and

**WHEREAS**, the Borough of Roosevelt requested that Mr. Moore remain in his position for  
an additional thirty (30) days, until June 30, 2018, to ensure a smooth transition in the operations of  
the Borough's water and sewer utilities; and

**WHEREAS**, Mr. Moore has graciously agreed to remain employed by the Borough of  
Roosevelt until June 30, 2018 to accommodate the transition, at which point, Mr. Moore will  
officially retire;

**NOW THEREFORE, BE IT RESOLVED**, by the Borough Council of the Borough of  
Roosevelt, County of Monmouth, State of New Jersey, that it hereby accepts the resignation and  
retirement of Toby Moore, Licensed Water/Sewer Operator, to be effective June 30, 2018; and

**BE IT FURTHER RESOLVED** that a copy of this Resolution be sent to the Mayor,  
Borough CFO, Borough Council Utilities Committee, and Mr. Toby Moore.

**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 March 12, 2018.

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Kathleen Hart  
Borough Clerk

**RESOLUTION NO. 18-53**  
**MEETING DATE: 03-12-18**

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

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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. Potential Litigation - NJDEP
- 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 March 12, 2018.

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Kathleen Hart  
Borough Clerk