

DRAFT
BOROUGH OF ROOSEVELT
COUNCIL MEETING AGENDA
APRIL 9, 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 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. March 26, 2018 Council Meeting Minutes

CORRESPONDENCE:

1. Resignation letter received from Robin Middleman Filepp as Councilmember, dated March 28, 2018, effective immediately.

RESOLUTIONS:

- | | |
|------------------|--|
| Resolution 18-61 | Payment of Bills for April 4, 2018 |
| Resolution 18-62 | Authorizing Temporary Emergency Appropriations #2 |
| Resolution 18-63 | Awarding Contract for Maintenance of Public Lands in the Borough to Solares Landscaping Services |
| Resolution 18-64 | Resolution Governing the Incurring of Professional Fees |

REPORTS OF COMMITTEE CHAIRS

Administration	Councilmember Hamilton
Community Dev/Code	Councilmember
Envi. Health & Safety	Councilmember Sheean
Finance	Councilmember Parrott
Public Works	Councilmember Parker

Utilities

Councilmember Trammell

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

OLD BUSINESS

NEW BUSINESS

PUBLIC COMMENT (Any item)

CLOSED SESSION:

Resolution 18-65 Providing for a Private Executive Meeting that Excludes the Public

Time In: _____ Time Out: _____

ADJOURNMENT

TIME OUT: _____

March 28, 2018

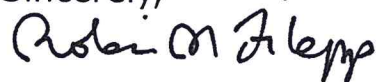
Dear Council and Mayor,

Please accept this letter as notice of my resignation as Council member, Borough of Roosevelt, effective immediately.

I understand that my term is set to run through December 2018, but for a number of reasons I feel that it is the right time for me to step down.

In so many ways, it has been enlightening, challenging and engaging to serve in public office for my town.

Sincerely,

A handwritten signature in black ink that reads "Robin M Filepp". The signature is written in a cursive style with a large initial "R" and "M".

Robin Middleman Filepp

RESOLUTION NO. 18-61
MEETING DATE: 04-09-18

PAYMENT OF BILLS FOR APRIL 9, 2018

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 April 4, 2018.

Kathleen Hart
Borough Clerk

April 5, 2018
02:17 PM

BOROUGH OF ROOSEVELT
Bill List By Vendor Name

Page No: 1

4-9-18 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
ALL0003 ALLEN'S LAWN & TREE SERV, INC.								
	18-00221	03/28/18	EMERG CALL 3/21 STORM DAMAGE	Open	600.00	0.00		
BOARD005 BOARD OF FIRE COMMISSIONERS OF								
	18-00226	03/29/18	2018 FIRE SERVICES:2/Q/18	Open	7,500.00	0.00		
BOROU005 BOROUGH OF HIGHTSTOWN								
	18-00213	03/23/18	LANDFILL TIPPING FEES:FEB 2018	Open	1,784.87	0.00		
DELAG005 DE LAGE LANDEN FINANCIAL								
	18-00219	03/27/18	#04 APR'18 3/15-4/14/18 COPIER	Open	169.80	0.00		
EASTC005 EAST COAST FLAG & FLAGPOLE INC								
	18-00227	03/29/18	U.S. FLAG FOR BOROUGH HALL	Open	55.95	0.00		
GANNL005 GANN LAW BOOKS								
	18-00079	01/31/18	P/L BOARD-NJ ZONING/LAND USE	Open	135.00	0.00		
	18-00087	02/06/18	2018 EDITION NJ TITLES 40&40A	Open	184.00	0.00		
					319.00			
GPJAG005 GP JAGER, INC.								
	18-00170	03/13/18	REPLACEMENT SENSOR FOR GRINDER	Open	2,898.00	0.00		
GROVE005 GROVE SUPPLY, INC.								
	18-00211	03/22/18	NEW TOILET FOR BORO HALL	Open	231.60	0.00		
	18-00212	03/22/18	MISC PARTS:EYEWASH STATIONS	Open	32.31	0.00		
					263.91			
HACHC005 HACH COMPANY								
	18-00173	03/13/18	W/S-LAB TESTING SUPPLIES	Open	582.67	0.00		
	18-00188	03/19/18	W/S-LAB TESTING SUPPLIES	Open	346.40	0.00		
					929.07			
INSTI005 INSTITUTE FOR PROFESSIONAL								
	18-00106	02/08/18	TAX COLLECTOR-4/20/18 SEMINAR	Open	125.00	0.00		
JCPL0005 JCP & L								
	18-00245	04/05/18	W/S-MAR 3028 ELECTRIC SERVICE	Open	3,791.92	0.00		
MGLF0005 MGL FORMS-SYSTEMS, LLC								
	18-00216	03/26/18	BLANK DELINQUENT NOTICES (500)	Open	273.00	0.00		
	18-00217	03/26/18	HOMESTEAD BENEFIT FORMS	Open	93.00	0.00		
					366.00			
MONMO070 MONMOUTH COUNTY PUBLIC WORKS &								
	18-00214	03/23/18	BRINING/SALTING:3/6,3/7,3/12	Open	2,359.50	0.00		
	18-00229	04/02/18	BRINING/SALTING:3/20/18	Open	1,108.25	0.00		
					3,467.75			

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
MONM0010 MONMOUTH COUNTY SCAT								
	18-00244	04/05/18	SCAT SERVICES:1/Q/2018	Open	1,860.00	0.00		
NJADV005 NJ ADVANCE MEDIA								
	18-00231	04/03/18	LEGAL NOTICES-3/26/18	Open	14.50	0.00		
NJDEP005 NJ DEPARTMENT OF HEALTH								
	18-00228	04/02/18	DOG REPORT:MAR 2018	Open	1.20	0.00		
PASSA005 PASSAIC VALLEY SEWERAGE								
	18-00215	03/26/18	SLUDGE DISPOSAL 2/16-3/15/18	Open	705.00	0.00		
ROBER005 ROBERTS ENGINEERING GROUP, LLC								
	18-00236	04/04/18	SODIUM HYPOCHLORITE FEED SYSTM	Open	150.00	0.00		
	18-00237	04/04/18	PREPARE DRBC WATER AUDIT	Open	2,310.00	0.00		
	18-00238	04/04/18	WATER PLANT 3/9-3/22/18	Open	1,353.75	0.00		
	18-00239	04/04/18	SEWER PLANT 3/9-3/21/18	Open	1,608.75	0.00		
	18-00240	04/04/18	TAX MAP UPDATE 3/22/18	Open	165.00	0.00		
	18-00241	04/04/18	ATTEND 3/12/18 COUNCIL MEETING	Open	206.25	0.00		
	18-00242	04/04/18	PREPARE STORMWATER PERMIT	Open	86.25	0.00		
					<u>5,880.00</u>			
ROOSE005 ROOSEVELT BOARD OF EDUCATION								
	18-00225	03/29/18	APR 2018 SCHOOL TAXES	Open	132,199.00	0.00		
SENI005 SENIOR CITIZENS OF ROOSEVELT								
	18-00243	04/05/18	APR 2018 REIMBURSEMENT	Open	95.99	0.00		
STAPL005 STAPLES BUSINESS ADVANTAGE								
	18-00171	03/13/18	OFFICE & JANITORIAL SUPPLIES	Open	103.26	0.00		
USABL005 USA BLUEBOOK								
	18-00233	04/04/18	LAB TESTING SUPPLIES	Open	43.51	0.00		
	18-00234	04/04/18	DRUMS UP CONTAINMENT BARREL	Open	98.89	0.00		
	18-00235	04/04/18	VARIOUS ITEMS	Open	1,318.23	0.00		
					<u>1,460.63</u>			
VUOLL005 VUOLLE, ERIC								
	18-00220	03/27/18	REIMB:MAIN SEWER CLEANING	Open	212.18	0.00		
WEBHA005 WEB HAULING & DISTRIBUTION, INC								
	18-00194	03/19/18	PUMP LAKE DR PUMP PIT 2/28/18	Open	203.70	0.00		
WEBOU005 WEB OUTBACK								
	18-00195	03/19/18	RESTROOM RENTAL-FEB 2018	Open	95.00	0.00		
<hr/>								
Total Purchase Orders:	38	Total P.O. Line Items:	0	Total List Amount:	165,101.73	Total Void Amount:		0.00

Totals by Year-Fund		Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
Fund Description	Fund						
	8-01	149,350.22	0.00	149,350.22	0.00	0.00	149,350.22
	8-09	<u>15,750.31</u>	0.00	<u>15,750.31</u>	0.00	0.00	<u>15,750.31</u>
	Year Total:	165,100.53	0.00	165,100.53	0.00	0.00	165,100.53
ANIMAL CONTROL	T-13	1.20	0.00	1.20	0.00	0.00	1.20
	Total of All Funds:	<u>165,101.73</u>	0.00	<u>165,101.73</u>	0.00	0.00	<u>165,101.73</u>

RESOLUTION NO. 18-63
MEETING DATE: 04-09-18

**AWARDING CONTRACT FOR MAINTENANCE OF PUBLIC LANDS IN THE
BOROUGH TO SOLARES LANDSCAPING SERVICES**

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

WHEREAS, the Mayor and Council of the Borough of Roosevelt wish to have an agreement for landscape maintenance of public lands in the Borough; and

WHEREAS, Solares Landscaping Services submitted a proposal; and

WHEREAS, the Chief Financial Officer only certifies the amount in the temporary budget as available and amounts past the temporary budget are subject to sufficient funds being available in the 2018 adopted budget.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Roosevelt that the Borough retain the services of Solares Landscaping Services at a price not to exceed \$7,875.00, in accordance with the attached proposal.

BE IT FURTHER RESOLVED that a copy of this Resolution, certified by the Borough Clerk to be a true copy, be forwarded to Solares Landscaping Services, the Certified Municipal Financial Officer, the Treasurer and the Attorney.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council hereby approve the proposal and award a contract for maintenance of public lands in the Borough to Solares Landscaping Services in accordance with the attached specifications, for the period of April through October 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 April 9, 2018.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 18-64
MEETING DATE: 04-09-18

RESOLUTION GOVERNING THE INCURRING OF PROFESSIONAL FEES

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

WHEREAS, the Roosevelt Borough Council has a duty to oversee Borough finances; and

WHEREAS, the Roosevelt Borough Council has determined that, except in the event of an emergency, professional fees shall not be incurred unless the Roosevelt Borough Council pre-authorizes same by resolution;

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

1. Except in the event of an emergency as defined by this Resolution, no professional fees shall be incurred unless previously authorized by resolution adopted by the Roosevelt Borough Council specifying in detail the nature, purpose and scope of the professional work to be performed, and setting forth a maximum amount for said professional work;
2. Said resolution authorizing professional work shall be accompanied by a certification of the availability of funds by the Chief Financial Officer;
3. An emergency is a situation that affects the public health, safety or welfare and requires the immediate use of professional services, and exists only when the need for professional services could not have been reasonably foreseen;
4. Prior authorization by resolution of the Roosevelt Borough Council shall not be required in the event that the Mayor of the Borough of Roosevelt determines that an emergency as defined by this Resolution exists and the Mayor issues a written determination of emergency which sets forth the nature of the emergency requiring the immediate use of professional services, specifies in detail the nature, purpose and scope of the professional emergency work, sets forth the maximum amount for such emergency professional work, and is accompanied by a certification of the availability of funds by the Chief Financial Officer.

ROLL CALL VOTE:

AYES:

NAYS:

ABSTAIN:

ABSENT:

CERTIFICATION

I hereby certify the foregoing to be a true copy of a Resolution adopted by the Roosevelt Borough Council at a meeting held on April 9, 2018.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 18-65
MEETING DATE: 04-09-18

**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. Potential Litigation – NJDEP
 - b. Contracts
- 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 April 9, 2018.

Kathleen Hart
Borough Clerk