

# DRAFT

## BOROUGH OF ROOSEVELT COUNCIL MEETING AGENDA DECEMBER 10, 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 Steven Bowen  
Councilmember Luke Dermody  
Councilmember Louis Esakoff  
Councilmember Michael Hamilton  
Councilmember Deirdre Sheean  
Councilmember Joseph Trammell  
Mayor Peggy Malkin

### MAYOR'S REPORT

### PUBLIC COMMENT (Agenda items only)

### APPROVAL OF MINUTES

1. November 26, 2018 Regular Session Minutes

### CORRESPONDENCE

1. Email received from Nicolas Murray, dated December 6, 2018 regarding the Stop Sign on South Rochdale.

### RESOLUTIONS:

- |                   |  |
|-------------------|--|
| Resolution 18-143 | Payment of Bills for December 10, 2018   |
| Resolution 18-144 | Accepting the 2017 Audit Report  |
| Resolution 18-145 | Appointing Planning Board Secretary  |
| Resolution 18-146 | Authorizing Agreement with Jan Bilyk D/B/A Whisper Acres for Animal Control Services   |
| Resolution 18-147 | Awarding a Contract for Services in Accordance with the Assessment Demonstration Program (P.L. 2013, C. 15) to Realty Data Systems |
| Resolution 18-148 | Awarding Contract for Installation of a Sodium Hypochlorite System at the Water Treatment Plant                                    |
| Resolution 18-149 | Awarding a Contract for Purchase of Chemicals for Water and Sewer Utilities  |
| Resolution 18-150 | Awarding a Contract for Removal and Hauling of Liquid Sludge   |

**REPORTS OF COMMITTEE CHAIRS**

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

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

**OLD BUSINESS**

**NEW BUSINESS**

**PUBLIC COMMENT (Any item)**

**CLOSED SESSION**

Resolution 18-151 Providing for a Private Executive Meeting that Excludes the Public

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

**ADJOURNMENT**

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

**From:** "Nicholas Murray"  
**Sent:** Thursday, December 6, 2018 10:36 AM  
**To:** [finance@rooseveltnj.us](mailto:finance@rooseveltnj.us)  
**Subject:** Stop Sign on South Rochdale

Hi Ana,

I would like to reach out to whomever is in charge of installing the new stop sign on South Rochdale Avenue. Since it's installation, I have actually seen more cars drive through the stop than actually stop at the intersection and would like to propose the installation of additional signage to prevent this from continuing. If it is not in the works already, perhaps we can place a sign closer to Brown Street that says "Stop Ahead" or something of that nature. This way, hopefully, people driving out of the Assunpink will be notified of the upcoming Stop.

I think it may also be helpful if signs indicating "3-Way Stop" are posted under the Tamara, South Rochdale, and Clarksburg Rd signs. There has been much confusion on the Clarksburg Rd. side when I stop at the intersection. Perhaps these people regularly travel this route and are now unfamiliar with the new traffic pattern, but it seems to have people confused. I am not sure if approval from Monmouth County DOT would be needed since the Clarksburg side is their territory, but I think these additions would be very helpful.

I am very grateful that improvements are being made to this intersection. As a resident on South Rochdale, I have seen much confusion, speeding, and near accidents take place at this intersection and I honestly think there should be a 4-Way Stop, but one step at a time.

I am available to aid in any planning or installation efforts needed for these additions if the Borough would like. And again, many thanks to you and the council for the continuing improvements in our town.

Best,  
Nick Murray  
22 South Rochdale Ave.

**RESOLUTION NO. 18-143**  
**MEETING DATE: 12-10-18**

**PAYMENT OF BILLS FOR DECEMBER 10, 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 December 10, 2018.

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Kathleen Hart  
Borough Clerk

# 12-10-18 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
ACCUR005 ACCURATE WASTE REMOVAL	18-00116	02/14/18	2018 SLUDGE REMOVAL	Open	689.50	0.00		B
ALL00003 ALLEN'S LAWN & TREE SERV, INC.	18-00817	11/20/18	REMOVE 3 DEAD TREES-FARM LANE	Open	1,400.00	0.00		
BOROU005 BOROUGH OF HIGHTSTOWN	18-00792	11/08/18	LANDFILL TIPPING FEES:OCT 2018	Open	4,855.06	0.00		
CUIFF005 CUIFFO, KIM	18-00842	12/05/18	REIMB:BACKGROUND CHECK FEE	Open	40.66	0.00		
DIGIT005 DIGIT EXCAVATION, LLC	18-00743	10/18/18	DEMOLISH GAS STATION	Open	10,000.00	0.00		
GANNE005 GANNETT NJ NEWSPAPERS	18-00821	11/27/18	OCT 2018 NOTICES	Open	618.35	0.00		
HOLDE005 HOLDEN, JOHN B.	18-00476	07/02/18	2018 WATER PLANT MANAGEMENT	Open	5,000.00	0.00		B
JCPLO005 JCP & L	18-00833	12/03/18	W/S-NOV 2018 ELECTRIC SERVICE	Open	3,438.67	0.00		
KYOCE005 KYOCERA DOCUMENT SOLUTIONS AME	18-00759	10/25/18	KYOCERA COPIER PYMT 1 OF 60	Open	191.19	0.00		
	18-00849	12/06/18	KYOCERA COPIER PYMT 2 OF 60	Open	191.19	0.00		
					<u>382.38</u>			
LYONS005 LYONS ENVIRONMENTAL SERV, LLC	18-00478	07/02/18	2018 SEWER PLANT MANAGEMENT	Open	9,075.00	0.00		B
MILLS010 MILLSTONE TWP SCHOOL DISTRICT	18-00830	11/30/18	HVAC SERVICES:JUL & OCT 2018	Open	810.00	0.00		
MONMO070 MONMOUTH COUNTY PUBLIC WORKS &	18-00828	11/29/18	SALTING/PLOWING:11/15/18	Open	1,012.26	0.00		
NJADV005 NJ ADVANCE MEDIA	18-00845	12/05/18	LEGAL NOTICES-11/23/18	Open	77.20	0.00		
PANME005 PAN METRO SERVICES	18-00668	09/24/18	3/Q/2018 BACKFLOW DEVICE CERT	Open	450.00	0.00		
	18-00841	12/04/18	4/Q/2018 BACKFLOW DEVICE CERT	Open	300.00	0.00		
					<u>750.00</u>			
PASSA005 PASSAIC VALLEY SEWERAGE	18-00822	11/28/18	SLUDGE DISPOSAL 10/16-11/15/18	Open	658.00	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
PETTY005 PETTY CASH								
	18-00820	11/27/18	REIMBURSE PETTY CASH	Open	38.69	0.00		
	18-00832	12/03/18	REIMBURSE PETTY CASH	Open	51.12	0.00		
	18-00848	12/06/18	REIMBURSE PETTY CASH	Open	<u>1.80</u>	0.00		
					91.61			
ROBER005 ROBERTS ENGINEERING GROUP, LLC								
	18-00693	10/02/18	ROAD IMPROV:HOMESTEAD & CEDAR	Open	6,177.50	0.00		B
	18-00838	12/04/18	GENERAL ENGINEERING 11/6/18	Open	82.50	0.00		
	18-00839	12/04/18	GENERAL SEWER 11/20/18	Open	<u>82.50</u>	0.00		
					6,342.50			
ROOSE005 ROOSEVELT BOARD OF EDUCATION								
	18-00823	11/28/18	DEC 2018 SCHOOL TAXES	Open	131,809.00	0.00		
SAMUE005 SAMUEL KLEIN AND COMPANY								
	18-00810	11/20/18	2017 ANNUAL AUDIT	Open	20,380.00	0.00		
SENIO005 SENIOR CITIZENS OF ROOSEVELT								
	18-00846	12/05/18	DEC 2018 REIMBURSEMENT	Open	166.57	0.00		
SOLAR005 SOLARES LANDSCAPING, INC.								
	18-00309	04/27/18	LANDSCAPE MAINTENANCE 2018	Open	562.50	0.00		B
THEHO010 THE HOME DEPOT								
	18-00826	11/28/18	HEAVY DUTY TRASH BAGS	Open	25.97	0.00		
	18-00847	12/05/18	WREATH/POINTSETTIA-BORO HALL	Open	<u>5.19</u>	0.00		
					31.16			
UNIVA005 UNIVAR USA, INC.								
	18-00798	11/13/18	SEWER-DELTA FLOC 11/12/18	Open	1,396.02	0.00		
	18-00802	11/19/18	SEWER-DELTA FLOC 11/15/18	Open	<u>1,396.02</u>	0.00		
					2,792.04			
VERIZ005 VERIZON								
	18-00837	12/04/18	FIOS/PHONE-W/P-11/24/18 BILL	Open	173.22	0.00		
VITAL005 VITAL COMMUNICATIONS, INC.								
	18-00844	12/05/18	DEC 2018 ON-LINE ACCESS FEE	Open	100.00	0.00		
WATCH005 WATCHUNG SPRING WATER CO., INC								
	18-00824	11/28/18	WATER+RENTAL+SANITIZING	Open	94.75	0.00		
WEBHA005 WEB HAULING & DISTRIBUTION, INC								
	18-00803	11/19/18	PUMP SLUDGE TANK 11/7/18	Open	660.00	0.00		
WEBOU005 WEB OUTBACK								
	18-00805	11/19/18	RESTROOM RENTAL-OCT 2018	Open	95.00	0.00		
Total Purchase Orders: 36					Total P.O. Line Items: 0	Total List Amount: 202,105.43	Total Void Amount: 0.00	

OK

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
	8-01	163,257.20	0.00	163,257.20	0.00	0.00	163,257.20
	8-09	<u>32,593.93</u>	<u>0.00</u>	<u>32,593.93</u>	<u>0.00</u>	<u>0.00</u>	<u>32,593.93</u>
Year Total:		195,851.13	0.00	195,851.13	0.00	0.00	195,851.13
	C-04	6,254.30	0.00	6,254.30	0.00	0.00	6,254.30
Total of All Funds:		<u><u>202,105.43</u></u>	<u><u>0.00</u></u>	<u><u>202,105.43</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>202,105.43</u></u>

**RESOLUTION NO: 18-144**  
**MEETING DATE: 12-10-18**

**A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF  
ROOSEVELT ACCEPTING THE 2017 AUDIT REPORT**

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

**WHEREAS**, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

**WHEREAS**, the Annual Report of Audit for the year 2017 has been filed by a Registered Municipal Accountant with the Municipal Clerk as per the requirements of N.J.S. 40A:5-6, and a copy has been received by each member of the governing body; and

**WHEREAS**, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per R.S. 53:23BB-34; and

**WHEREAS**, the Local Finance Board has promulgated a regulation requiring that the Governing Body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, at a minimum, the section of the annual audit entitled:

General Comments  
Recommendations

and

**WHEREAS**, the members of the governing body have personally reviewed as a minimum the Annual Audit Report, and specifically the sections of the annual audit entitled:

General Comments  
Recommendations

as evidence by a group affidavit from the governing body; and

**WHEREAS**, such resolution of certification shall be adopted by the governing body no later than forty five days after the receipt of the Annual Audit, as per the regulation of the Local Finance Board; and

**WHEREAS**, failure to comply with the promulgation of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 53:27BB-52 – to wit:



“A local officer or a member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the Director of Local Government Services, under the provision of this Article, shall be guilty of misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.”

**NOW, THEREFORE, BE IT RESOLVED**, that the Governing Body of the Borough of Roosevelt, hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey dated July 30, 1968 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

**ROLL CALL:**

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**CERTIFICATION**

**I HEREBY CERTIFY** the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on December 10, 2018.

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Kathleen Hart  
Borough Clerk

**RESOLUTION NO. 18-145**  
**MEETING DATE: 12-10-18**

**RESOLUTION APPOINTING PLANNING BOARD SECRETARY**

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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 Kimberly Cuiffo be and is hereby appointed Planning Board Secretary for the Borough of Roosevelt, beginning December 4, 2018 at an hourly rate of \$20.00.

**BE IT FURTHER RESOLVED** that a copy of this resolution, certified by the Borough Clerk to be a true copy be forwarded to Kimberly Cuiffo, Kevin McNally, Planning Board Chair, George Lang, Chief Financial Officer and Ana Debevec, Treasurer.

**ROLL CALL:**

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**CERTIFICATION**

**I HEREBY CERTIFY** the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on December 10, 2018.

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Kathleen Hart  
Borough Clerk

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

**RESOLUTION NO: 18-146  
MEETING DATE: 12-10-18**

**AUTHORIZING AGREEMENT WITH JAN BILYK  
D/b/a WHISPER ACRES FOR ANIMAL CONTROL SERVICES**

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

**WHEREAS**, the Borough of Roosevelt is in need of Animal Control Services; and

**WHEREAS**, Certified Animal Control Officer, Jan E. Bilyk d/b/a Whisper Acres, 826 Perrineville Road, Jackson, NJ 08527, agrees to provide Animal Control Services to the Borough of Roosevelt, for the period of two years beginning on January 1, 2019 and terminating on December 31, 2020, at a rate of \$800.00 per year; and

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Borough Council of the Borough of Roosevelt hereby enters into Agreement with John E. Bilyk, d/b/a Whisper Acres, for Animal Control Officer for the Borough of Roosevelt for the two years beginning on January 1, 2019 and terminating on December 3, 2020.

**ROLL CALL:**

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

Certification

**I HEREBY CERTIFY** the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on December 10, 2018.

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Kathleen Hart  
Borough Clerk

**RESOLUTION NO. 18-151  
MEETING DATE: 12-10-18**

**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 – Encroachment on Green Acres
- That no official action will be taken at the meeting but Minutes shall be kept and shall be available to the public after official action on the subject matter has been taken.
- It is anticipated the discussion conducted in closed session can be disclosed to the public after no further action is required in the matter.

**ROLL CALL VOTE:**

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**CERTIFICATION**

I hereby certify the foregoing to be a true copy of a resolution adopted by the Borough Council at a meeting held on December 10, 2018.

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Kathleen Hart  
Borough Clerk