

DRAFT

BOROUGH OF ROOSEVELT COUNCIL REGULAR MEETING AGENDA NOVEMBER 25, 2019 @ 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 7, 2019 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.

ROLL CALL

Councilmember Steven Bowen
Councilmember Luke Dermody
Councilmember Louis Esakoff
Councilmember Michael Hamilton
Councilmember Joseph Trammell
Councilmember Chad Vroman
Mayor Peggy Malkin

MAYOR'S REPORT

PUBLIC COMMENT (Agenda items only)

APPROVAL OF MINUTES

1. October 28, 2019 Regular Council Meeting
2. November 12, 2019 Regular Council Meeting

CORRESPONDENCE

1. Certification from the Monmouth County Board of County Canvassers, dated November 13, 2019 for the General Election held on November 5, 2019.
2. Letter from the State of New Jersey, Department of Environmental Protection, dated November 8, 2019 regarding lead and copper monitoring reduction to a minimum of 10 PBCU samples annually.

ORDINANCE:

FIRST READING AND INTRODUCTION

ORDINANCE 19-07

AN ORDINANCE AMENDING ORDINANCE NO. 19-01, WHICH SET THE SALARY RANGE AND COMPENSATION OF OFFICIALS, POSITIONS AND EMPLOYEES IN THE BOROUGH, TO ADD THE ADDITIONAL HOURLY POSITION OF "DEPUTY TAX COLLECTOR"

EXPLANATORY STATEMENT: This ordinance amends the Salary Ordinance and adds the additional hourly position of "Deputy Tax Collector."

Public Hearing to be held on December 9, 2019 at 7:00 p.m. at the Borough of Roosevelt, 33 N. Rochdale Avenue, Roosevelt, NJ 08555

RESOLUTIONS

- Resolution 19-114 Payment of Bills of November 25, 2019
- Resolution 19-115 Appointing Assistant Administrative Clerk – Kerry Bruno
- Resolution 19-116 Appointing Assistant Administrative Clerk – Maryann Szbanz
- Resolution 19-117 Authorizing Transfer of Appropriations for 2019

REPORTS OF COMMITTEE CHAIRS

Councilmember Bowen	Public Works
Councilmember Esakoff	Administration
Councilmember Dermody	Community Dev/Code
Councilmember Hamilton	Finance
Councilmember Trammell	Utilities
Councilmember Vroman	Envi, Health & Safety

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

OLD BUSINESS

NEW BUSINESS

1. Use of Borough Hall – Tai Chi for 2020, every Wednesday morning from 9am – 10:30am and every Thursday night from 6pm – 7:30pm

PUBLIC COMMENT (Any item)

CLOSED SESSION

Resolution 19- Providing for a Private Executive Meeting that Excludes the Public

Time In: _____ Time Out: _____


ADJOURNMENT

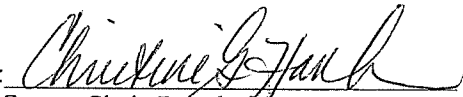
TIME OUT: _____

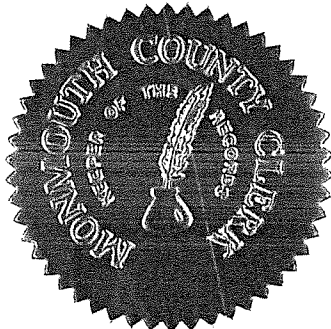
WE DO HEREBY CERTIFY that the foregoing is a true, full, and correct statement of the results of the election herein mentioned, as the same is exhibited by the statements produced and laid before the board of county canvassers according to law, and that the same exhibits the number of the names in the signature copy registers and the registers of voters, the number of names of the voters in the poll books of the election districts, respectively, and of the ballots rejected, the whole number of the names in the signature copy registers and the registers of voters, the whole number of the names of the voters in the poll books of the several election districts, the name of each person for whom any vote or votes were cast, the number of votes cast for each person in each election district, and the whole number of votes cast for each person for each office designated, and also specifies each public question voted upon and the number of votes cast thereupon in each election district respectively, and the whole number of votes cast thereupon in the several election districts as they appear by the statements so produced and laid before the said Board.

IN WITNESS WHEREOF, we have hereunto set our hands this thirteenth day of November, in the year of our Lord, two thousand and nineteen.


Chairperson, Board of County Canvassers

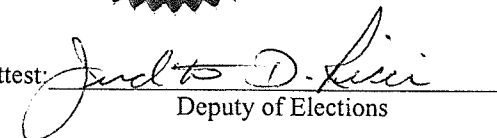

Member, Board of County Canvassers

Attest: 
County Clerk, Board of County Canvassers




Member, Board of County Canvassers


Member, Board of County Canvassers

Attest: 
Deputy of Elections

A STATEMENT of the determination of the Board of County Canvassers, relative to an election held in the BOROUGH OF ROOSEVELT on the fifth day of November, in the year of our Lord, two thousand and nineteen, for the election of the Municipal Officers for said

ROOSEVELT BOROUGH

The said board determines that at the said election PEGGY MALKIN WAS DULY ELECTED, AS MAYOR, FULL TERM AND MICHAEL B. HAMILTON AND LUKE D. DERMODY WERE DULY ELECTED, AS MEMBERS OF THE BOROUGH COUNCIL, FULL TERM AND CHAD VROMAN WAS DULY ELECTED, AS A MEMBER OF THE BOROUGH COUNCIL, TWO YEAR UNEXPIRED TERM.



State of New Jersey

PHILIP D. MURPHY
GOVERNOR

SHEILA Y. OLIVER
L.T. GOVERNOR

DEPARTMENT OF ENVIRONMENTAL PROTECTION
Mail Code 401-040

Division of Water Supply & Geoscience
Water System Operations Element
Bureau of Safe Drinking Water
401 E. State Street - P.O. Box 420
Trenton, New Jersey 08625-0420
Tel #: (609) 292-5550 - Fax #: (609) 633-1495
<https://www.nj.gov/dep/watersupply/>

CATHERINE R. MCCABE
COMMISSIONER

November 8, 2019

John Holden
Roosevelt Water Dept
Po Box 128
Roosevelt, NJ 08555

RE: **Lead and Copper Monitoring Reduction to Annual
Roosevelt Water Dept
PWSID: NJ1341001
Letter#: WWR190003**

Dear John Holden:

A review of the New Jersey Department of Environmental Protection (Department), Bureau of Safe Drinking Water (Bureau) records indicates that your system qualifies for lead and copper (PBCU) annual monitoring. Samples collected between 05/07/2019-05/13/2019 (1st half 2019) and 09/14/2019-09/18/2019 (2nd half 2019) confirmed that PBCU results were below their respective action levels at the 90th percentile. In addition, criteria set forth in the *Fact Sheet for Reduced Lead and Copper Monitoring Requirements for Public Water Systems* (<https://www.state.nj.us/dep/watersupply/pdf/lead-reduced-monitoring-fs.pdf>) was met. Therefore, the sampling frequency for PBCU is being reduced to once per year in accordance with 40 CFR 141.86 (c) & (d)(4)(i).

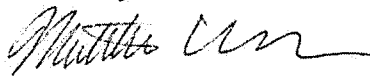
Lead and copper sampling is next due in 2020, with sample collection occurring between June 1st and September 30th. The number of samples required for each system is based on the population served. Bureau records indicate that your system's residential population is 880 persons. **A minimum of 10 PBCU samples are required to be sampled.**

The reduced number of samples must be taken from the approved pool of targeted sampling sites utilized during initial. When selecting reduced PBCU sites, please refer to the *Fact Sheet: Protocol for a Public Water System Selecting Reduced Lead and Copper Tap Sites* (<https://www.nj.gov/dep/watersupply/pdf/lead-reduced-sites-fs.pdf>). If your initial sampling only consisted of 5 sites, those same sites must be sampled.

If the lead and/or copper action levels are exceeded in the future, your system must resume standard semi-annual (6-month) monitoring and take appropriate follow-up actions to comply with the applicable action level in accordance with 40 CFR 141.80 et seq.

If you have questions, contact Jacob Pease at (609)777-2921 or jacob.pease@dep.nj.gov. When contacting the Bureau, reference PWSID# 1341001 and Letter# WWR190003. Your monitoring schedule may be reviewed at www.nj.gov/dep/watersupply/waterwatch.

Sincerely,



Matthew Wilson, Environmental Specialist 3
Bureau of Safe Drinking Water

cc: John B. Holden, Licensed Operator, 18 West Manor Way Robbinsville, NJ 08691
Minnie Best, BWSE via email

**BOROUGH OF ROOSEVELT
COUNTY OF MONMOUTH**

**ORDINANCE NO: 19-07
INTRODUCTION DATE: 11-25-19
PUBLIC HEARING DATE: 12-09-19**

AN ORDINANCE AMENDING ORDINANCE NO. 19-01, WHICH SET THE SALARY RANGE AND COMPENSATION OF OFFICIALS, POSITIONS AND EMPLOYEES IN THE BOROUGH, TO ADD THE ADDITIONAL HOURLY POSITION OF "DEPUTY TAX COLLECTOR"

BE IT ORDAINED by the Mayor and Council of the Borough of Roosevelt, County of Monmouth, State of New Jersey:

Section 1. The salary range for providing wages and compensation of certain officials, positions and employees of the Borough of Roosevelt, County of Monmouth, State of New Jersey are set as follows:

	MINIMUM:	MAXIMUM:
<u>Current Fund:</u>		
Borough Administrator	\$ 15,000.00	\$ 40,000.00
Office Manager	\$ 10,000.00	\$ 15,000.00
Borough Clerk	\$ 20,000.00	\$ 65,000.00
Deputy Borough Clerk	\$ 8,000.00	\$ 45,000.00
Registrar of Vital Statistics	\$ 2,500.00	\$ 6,000.00
Deputy Registrar of Vital Statistics	\$ 1,500.00	\$ 5,500.00
Purchasing Agent	\$ 10,000.00	\$ 70,000.00
Chief Financial Officer	\$ 9,000.00	\$ 30,000.00
Borough Treasurer	\$ 4,500.00	\$ 30,000.00
Tax Collector/Water-Sewer Collector	\$ 9,500.00	\$ 35,000.00
Tax Assessor	\$ 6,500.00	\$ 25,000.00
Zoning Officer	\$ 500.00	\$ 10,000.00
Code Enforcement Officer	\$ 500.00	\$ 6,000.00
Housing Inspector	\$ 500.00	\$ 10,000.00
Recreation Director	\$ 3,000.00	\$ 20,000.00
Clean Community Coordinator	\$ 150.00	\$ 1,000.00
Risk Management Officer	\$ 300.00	\$ 1,000.00
Right to Know Coordinator	\$ 300.00	\$ 1,000.00
Superintendent of Public Works	\$ 22,000.00	\$ 45,000.00

Section 2. The range for hourly rates for providing wages and compensation of certain officials, positions and employees in the Borough of Roosevelt, County of Monmouth, State of New Jersey are set as follows:

<u>Current Fund</u>		
Assistant Administrative Clerk	\$ 10.00	\$ 30.00
Public Works Employee	\$ 8.00	\$ 25.00
Custodian	\$ 15.00	\$ 25.00
Planning Board Secretary	\$ 11.00	\$ 25.00
Environmental Commission Secretary	\$ 11.00	\$ 25.00
Crossing Guard	\$ 12.00	\$ 25.00
Clerk/Secretary	\$ 10.00	\$ 20.00
Deputy Tax Collector	\$ 20.00	\$ 50.00

Section 3. The range for providing wages and compensation for the employees of the Roosevelt Community Summer Camp in the Borough of Roosevelt, County of Monmouth, State of New Jersey are set as follows:

Camp Supervisor	\$15.00/hour	\$20.00/hour
Assistant Camp Supervisor	\$12.00/hour	\$17.00/hour
Counselor	\$ 9.00/hour	\$ 14.00/hour

Section 4. The annual salaries and hourly rates shall be established by a resolution of the Borough Council.

Section 5. The Borough's Chief Financial Officer is hereby authorized to transfer such sums of money from the municipal operating accounts to the payroll account as may be necessary to cover periodic payroll payments.

Section 6. All ordinances or parts of ordinances inconsistent herewith are repealed, but only to the extent of such inconsistency.

Section 7. This Ordinance shall become effective immediately upon its final passage and publication as required by law.

Section 8. All ordinances and parts of ordinances inconsistent herewith are hereby repealed.

Section 9. This ordinance shall take effect upon adoption and publication as required by law.

PLEASE TAKE NOTICE that the foregoing Ordinance was introduced and passed on first reading on the 25th day of November 2019, at a meeting of the Mayor and Council of the Borough of Roosevelt and will be taken up for final consideration and passage at a regularly scheduled meeting of the Mayor and Council of the Borough of Roosevelt to be held on the 9th day of December 2019, at the Municipal Building 33 N. Rochdale Avenue, Roosevelt, New Jersey. Kathleen Hart, Borough Clerk

ATTEST:

APPROVED:

Kathleen Hart, Borough Clerk

Peggy Malkin, Mayor

**RESOLUTION NO. 19-114
MEETING DATE: 11-25-19**

PAYMENT OF BILLS FOR NOVEMBER 25, 2019

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 November 25, 2019.

Kathleen Hart
Borough Clerk

November 21, 2019
01:15 PM

BOROUGH OF ROOSEVELT
Bill List By Vendor Name

Page No: 1

11-25-19 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
ALLO0003 ALLEN'S LAWN & TREE SERV, INC.	19-00719	10/29/19	CURBSIDE BRANCH PICKUP 2019	Open	2,400.00	0.00		
CENTR005 CENTRAL JERSEY WASTE &	19-00016	01/11/19	2019 RECYCLING CONTRACT	Open	2,097.24	0.00		B
GANNE005 GANNETT NJ NEWSPAPERS	19-00749	11/14/19	OCT 2019 NOTICES	Open	692.60	0.00		
JCPL0005 JCP & L	19-00763	11/20/19	OCT 2019 ELECTRIC SERVICE	Open	999.06	0.00		
KELLY005 KELLY WINTHROP, LLC	19-00748	11/13/19	DEER CARCASS REMOVAL 10/29	Open	34.84	0.00		
NJADV005 NJ ADVANCE MEDIA	19-00765	11/20/19	LEGAL NOTICES-10/25/19	Open	81.78	0.00		
PANME005 PAN METRO SERVICES	19-00767	11/20/19	4/Q/2019 BACKFLOW DEVICE CERT	Open	300.00	0.00		
PASSA005 PASSAIC VALLEY SEWERAGE	19-00751	11/14/19	SLUDGE DISPOSAL-OCT 2019	Open	658.00	0.00		
PETTY005 PETTY CASH	19-00761	11/19/19	REIMBURSE PETTY CASH	Open	64.00	0.00		
PSEGC005 PSE & G CO.	19-00759	11/18/19	OCT 2019 GAS SERVICE	Open	118.97	0.00		
RIOSU005 RIO SUPPLY, INC.	19-00739	11/07/19	WATER METERS AND REGISTERS	Open	3,446.00	0.00		
RUSSE005 RUSSELL REID, INC.	19-00111	02/11/19	2019 SLUDGE REMOVAL	Open	821.80	0.00		B
SHERW005 SHERWIN WILLIAMS CO.	19-00666	10/08/19	PAINT FOR SPEED HUMPS	Open	98.61	0.00		
	19-00734	11/06/19	PAINT FOR SPEED HUMPS	Open	113.90	0.00		
					<u>212.51</u>			
SUTPH005 SUTPHEN MEMORIAL, INC.	19-00508	07/29/19	2019 CEMETERY MANAGEMENT	Open	775.00	0.00		B
THEH0010 THE HOME DEPOT	19-00758	11/18/19	STAIN FOR SHELF	Open	5.98	0.00		
	19-00762	11/19/19	MISC SUPPLIES FOR SIGN	Open	112.38	0.00		

November 21, 2019
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BOROUGH OF ROOSEVELT
Bill List By Vendor Name

Page No: 2

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
THEH0010 THE HOME DEPOT			Continued					
	19-00768	11/20/19	MISC SUPPLIES FOR SIGN	Open	<u>5.92</u> 124.28	0.00		
ULINE005 ULINE								
	19-00738	11/07/19	POP-UP LIGHTED TRAFFIC CONES	Open	221.67	0.00		
VERIZ005 VERIZON								
	19-00747	11/13/19	609-448-0539 OCT 2019	Open	248.62	0.00		
	19-00760	11/19/19	609-443-1440 OCT 2019	Open	<u>94.22</u> 342.84	0.00		
VERIZ010 VERIZON FIOS								
	19-00752	11/14/19	INTERNET:BORO HALL-11/1 BILL	Open	140.15	0.00		
WRNEU005 W.R. NEUMANN COMPANY, INC.								
	19-00131	02/26/19	WATER-2019 CHEMICAL CONTRACT	Open	234.43	0.00		B
WEBHA005 WEB HAULING & DISTRIBUTION, INC								
	19-00746	11/13/19	PUMP LAKE DR PUMP PIT 10/28/19	Open	222.03	0.00		
WEBOU005 WEB OUTBACK								
	19-00745	11/13/19	RESTROOM RENTAL-OCT 2019	Open	110.00	0.00		
Total Purchase Orders: 25					Total P.O. Line Items: 0	Total List Amount: 14,097.20	Total Void Amount: 0.00	

Totals by Year-Fund							
Fund Description	Fund	Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
	9-01	5,566.46	0.00	5,566.46	0.00	0.00	5,566.46
	9-09	5,931.40	0.00	5,931.40	0.00	0.00	5,931.40
Year Total:		11,497.86	0.00	11,497.86	0.00	0.00	11,497.86
	C-04	199.34	0.00	199.34	0.00	0.00	199.34
	G-02	2,400.00	0.00	2,400.00	0.00	0.00	2,400.00
Total of All Funds:		14,097.20	0.00	14,097.20	0.00	0.00	14,097.20

RESOLUTION NO. 19-115
MEETING DATE: 11-25-19

**RESOLUTION APPOINTING ASSISTANT ADMINISTRATIVE CLERK – KERRY
BRUNO**

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 Kerry Bruno be and is hereby appointed Assistant Administrative Clerk for the Borough of Roosevelt, beginning November 15, 2019 at an hourly rate of \$25.00 to help with the water/sewer billing and collection.

BE IT FURTHER RESOLVED that a copy of this resolution, certified by the Borough Clerk to be a true copy be forwarded to Kerry Bruno, Sam Cannizzaro - Tax Collector, 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 November 25, 2019.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 19-116
MEETING DATE: 11-25-19

**RESOLUTION APPOINTING ASSISTANT ADMINISTRATIVE CLERK – MARYANN
SZBANZ**

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 Maryann Szbanz be and is hereby appointed Assistant Administrative Clerk for the Borough of Roosevelt, beginning November 15, 2019 at an hourly rate of \$25.00 to help with the tax billing and collection.

BE IT FURTHER RESOLVED that a copy of this resolution, certified by the Borough Clerk to be a true copy be forwarded to Maryann Szbanz, Sam Cannizzaro - Tax Collector, 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 November 25, 2019.

Kathleen Hart
Borough Clerk