

DRAFT

BOROUGH OF ROOSEVELT COUNCIL REGULAR MEETING AGENDA DECEMBER 9, 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. Regular Meeting Minutes - November 25, 2019
2. Closed Session Minutes - November 25, 2019

CORRESPONDENCE

1. Letter received from the State of New Jersey, Department of Transportation, dated November 21, 2019 awarding NJDOT Fiscal Year 2020 Municipal Aid Program for the Improvements to School Lane Project in the amount of \$255,000.00.

ORDINANCE:

PUBLIC HEARING AND SECOND READING

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".

M/Malkin opens the public hearing at _____

M/Malkin closes the public hearing at _____

RESOLUTIONS

- Resolution 19-120 Payment of Bills of December 9, 2019
- Resolution 19-121 Resolution Appointing Deputy Tax Collector – Michelle Narcisco
- Resolution 19-122 Resolution Awarding a Contract for Curbside Recycling Services
- Resolution 19-123 2020 Software Support and License Agreement with Edmunds & Associates, Inc.
- Resolution 19-124 Authorizing Transfer of Appropriations #2 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. Application for License to Rent Residential Property – Mark Czeresnia, 18 N. Valley Road
2. Use of Borough Hall – Emily Mojica on February 22, 2020 from 7am – 10pm

PUBLIC COMMENT (Any item)

M/Malkin opens the public comment at _____

M/Malkin closes the public comment at _____

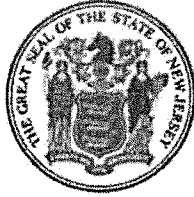
CLOSED SESSION

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

Time In: _____ Time Out: _____

ADJOURNMENT

TIME OUT: _____



State of New Jersey

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

PHILIP D. MURPHY
Governor

DIANE GUTIERREZ-SCAC CETTI
Commissioner

RECEIVED

SHEILA Y. OLIVER
Lt. Governor
November 21, 2019

NOV 26 2019

The Honorable Peggy Malkin
Mayor, Roosevelt
33 North Rochdale Avenue
P.O. Box 128
Roosevelt, NJ 08555

Roberts Engineering Group, LLC

Dear Mayor Malkin:

I am pleased to inform you that Roosevelt has been selected to receive funding from the New Jersey Department of Transportation's (NJDOT) Fiscal Year 2020 Municipal Aid Program for the Improvements To School Lane Project in the amount of \$255,000.00.

NJDOT's Municipal Aid Program is a very competitive program. This year the Department received 661 applications requesting more than \$368 million. The Transportation Trust Fund (TTF) supported by the State gas tax is the source of the \$161.25 million funding for this program.

As part of the Department's Commitment to Communities, NJDOT provides statewide assistance to local governments for improvements and preservation of the local transportation network. The local network makes up about 90 percent of New Jersey's roadways. The successful completion of your project will help keep our network flowing and provide your constituents and everyone that uses local roads a transportation system supporting all of our mobility needs.

Should you have any questions regarding your grant, please contact Thomas Berryman at 609-963-2007 in Trenton of the Local Aid District Office.

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

Sincerely,

Handwritten signature of Diane Gutierrez-Scaccetti in black ink.

Diane Gutierrez-Scaccetti
Commissioner

cc: Municipal Clerk
Municipal Engineer

**BOROUGH OF ROOSEVELT
COUNTY OF MONMOUTH**

**ORDINANCE NO: 19-07
INTRODUCTION DATE: 11-25-19
ADOPTION 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.

ATTEST:

APPROVED:

Kathleen Hart, Borough Clerk

Peggy Malkin, Mayor

RESOLUTION NO. 19-120
MEETING DATE: 12-09-19

PAYMENT OF BILLS FOR DECEMBER 9, 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 December 9, 2019.

Kathleen Hart
Borough Clerk

December 5, 2019
01:50 PM

BOROUGH OF ROOSEVELT
Bill List By Vendor Name

Page No: 1

12-9-19 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
BILLW005 BILL WAGNER & SON, INC.								
	19-00779	11/26/19	BASEBOARD HEAT COVER 3' LENGTH	Open	32.97	0.00		
BOROU005 BOROUGH OF HIGHTSTOWN								
	19-00799	12/04/19	SOLID WASTE CONTRACT:DEC 2019	Open	5,571.36	0.00		
CENTR005 CENTRAL JERSEY WASTE &								
	19-00016	01/11/19	2019 RECYCLING CONTRACT	Open	2,097.29	0.00		B
CMRSF005 CMRS-FP								
	19-00775	11/22/19	POSTAGE FOR POSTAGE METER	Open	500.00	0.00		
CROSS005 CROSS OVER NETWORKS, LLC								
	19-00157	03/04/19	2019 OFF-SITE SERVER BACKUPS	Open	35.00	0.00		B
	19-00249	04/11/19	2019 EMAIL ARCHIVING	Open	115.00	0.00		B
	19-00405	06/18/19	2019 TEAMVIEWER ANTI-VIRUS	Open	30.00	0.00		B
					<u>180.00</u>			
CULMA005 CULMAC INVESTORS, INC.								
	19-00795	12/03/19	OUTSIDE REDEMPTION B2/L35	Open	16,210.66	0.00		
DOMSG005 DOM'S GETTY, INC.								
	19-00757	11/18/19	REPAIRS:FORD PICKUP TRUCK	Open	124.00	0.00		
EDMUN005 EDMUNDS & ASSOCIATES, INC.								
	19-00764	11/20/19	ADDED/OMITTED TAX BILLS+BLANKS	Open	304.00	0.00		
ENTER005 ENTERTAINERS PLUS, LLC								
	19-00754	11/15/19	SENIOR'S ENTERTAINMENT:12/3/19	Open	175.00	0.00		
HOLDE005 HOLDEN, JOHN B.								
	19-00521	07/31/19	2019 WATER PLANT MGMT:JUN-DEC	Open	5,000.00	0.00		B
	19-00788	12/02/19	WATER PLANT SERVICES-NOV2019	Open	60.00	0.00		
					<u>5,060.00</u>			
JCPL0005 JCP & L								
	19-00801	12/04/19	W/S-NOV 2019 ELECTRIC SERVICE	Open	2,789.29	0.00		
KYOCE005 KYOCERA DOCUMENT SOLUTIONS AME								
	19-00791	12/02/19	KYOCERA COPIER PYMT 14 OF 60	Open	195.76	0.00		
LYONS005 LYONS ENVIRONMENTAL SERV, LLC								
	19-00458	07/10/19	2019 SEWER PLANT MGMT:JUN-DEC	Open	9,075.00	0.00		B
	19-00787	12/02/19	SEWER PLANT SERV 10/16-10/29	Open	817.34	0.00		
	19-00793	12/02/19	SEWER PLANT SERV 11/4-11/11	Open	902.15	0.00		
					<u>10,794.49</u>			
NJDEP005 NJ DEPARTMENT OF HEALTH								
	19-00794	12/03/19	DOG REPORT:NOV 2019	Open	1.20	0.00		

Vendor # Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
ORKIN005 ORKIN PEST CONTROL SERVICE	19-00780	11/26/19	NOV 2019 PEST CONTROL	Open	39.13	0.00		
PEGER005 PEGER, KYLE d/b/a	19-00266	04/17/19	PUBLIC LAND MAINTENANCE 2019	Open	1,320.00	0.00		B
PETTY005 PETTY CASH	19-00782	11/27/19	REIMBURSE PETTY CASH	Open	14.99	0.00		
	19-00785	12/02/19	REIMBURSE PETTY CASH	Open	33.00	0.00		
	19-00796	12/03/19	REIMBURSE PETTY CASH	Open	52.50	0.00		
					<u>100.49</u>			
ROBER005 ROBERTS ENGINEERING GROUP, LLC	18-00693	10/02/18	ROAD IMPROV:HOMESTEAD & CEDAR	Open	703.75	0.00		B
	19-00076	01/30/19	WATER MAIN REPLACEMENT	Open	1,498.00	0.00		B
	19-00726	10/31/19	ROAD IMPROV:NURKO & ELM	Open	1,117.50	0.00		B
	19-00805	12/04/19	GENERAL WATER 10/21-11/15/19	Open	1,267.75	0.00		
	19-00806	12/04/19	GENERAL SEWER 11/7-11/15/19	Open	2,922.50	0.00		
	19-00807	12/04/19	MISC ENGINEERING 10/24-11/11	Open	2,375.00	0.00		
					<u>9,884.50</u>			
ROOSE005 ROOSEVELT BOARD OF EDUCATION	19-00800	12/04/19	DEC 2019 SCHOOL TAXES	Open	142,346.00	0.00		
SOBEL005 SOBEL HAN & CANNON, LLP	19-00772	11/22/19	LEGAL SERVICES-JUL/AUG/SEP2019	Open	7,500.00	0.00		
	19-00773	11/22/19	SEP 2019 SERV-HILLTOP SWIM	Open	120.00	0.00		
	19-00774	11/22/19	AUG/SEP 2019 SERV-ELLENTUCK	Open	780.00	0.00		
					<u>8,400.00</u>			
STAPL005 STAPLES BUSINESS ADVANTAGE	19-00743	11/08/19	OFFICE & JANITORIAL SUPPLIES	Open	103.19	0.00		
SUTPH005 SUTPHEN MEMORIAL, INC.	19-00508	07/29/19	2019 CEMETERY MANAGEMENT	Open	775.00	0.00		B
THEHO010 THE HOME DEPOT	19-00770	11/22/19	TOOLS & TOOL BOX	Open	187.79	0.00		
	19-00778	11/26/19	VARIOUS TOOLS	Open	237.88	0.00		
	19-00783	12/02/19	VARIOUS TOOLS	Open	128.55	0.00		
	19-00786	12/02/19	VARIOUS TOOLS & WREATH	Open	274.62	0.00		
	19-00797	12/03/19	POINTSETTIAS FOR BORO HALL	Open	69.82	0.00		
	19-00808	12/05/19	VARIOUS TOOLS	Open	109.85	0.00		
					<u>1,008.51</u>			
TREAS010 TREASURER, STATE OF NJ	19-00776	11/22/19	AIR QUALITY-WATER PLANT GEN	Open	820.00	0.00		
VERIZ005 VERIZON	19-00792	12/02/19	INTERNET/PHONE-W/P-11/24 BILL	Open	170.31	0.00		
WATCH005 WATCHUNG SPRING WATER CO., INC	19-00789	12/02/19	WATER+RENTAL:DELIV 10/30,11/20	Open	52.74	0.00		

December 5, 2019
01:50 PM

BOROUGH OF ROOSEVELT
Bill List By Vendor Name

Page No: 3

Vendor # Name						
PO #	PO Date	Description	Status	Amount	Void Amount	Contract PO Type
Total Purchase Orders:		45	Total P.O. Line Items:	0	Total List Amount:	209,055.89
					Total Void Amount:	0.00

Totals by Year-Fund		Budget Rcvd	Budget Held	Budget Total	Revenue Total	G/L Total	Total
Fund Description	Fund						
	9-01	165,467.47	0.00	165,467.47	0.00	0.00	165,467.47
	9-09	40,235.00	0.00	40,235.00	0.00	0.00	40,235.00
Year Total:		205,702.47	0.00	205,702.47	0.00	0.00	205,702.47
	C-04	1,854.22	0.00	1,854.22	0.00	0.00	1,854.22
	C-08	1,498.00	0.00	1,498.00	0.00	0.00	1,498.00
Year Total:		3,352.22	0.00	3,352.22	0.00	0.00	3,352.22
ANIMAL CONTROL	T-13	1.20	0.00	1.20	0.00	0.00	1.20
Total Of All Funds:		209,055.89	0.00	209,055.89	0.00	0.00	209,055.89

RESOLUTION NO. 19-121
MEETING DATE: 12-09-19

RESOLUTION APPOINTING DEPUTY TAX COLLECTOR – MICHELLE NARCISCO

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 Michelle Narcisco be and is hereby appointed Deputy Tax Collector to administer the tax sale on December 12, 2019, at an hourly rate of \$50.00.

BE IT FURTHER RESOLVED that a copy of this resolution, certified by the Borough Clerk to be a true copy be forwarded to Michelle Narcisco, 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 December 9, 2019.

Kathleen Hart
Borough Clerk

RESOLUTION NO. 19-122
MEETING DATE: 12-09-19

**RESOLUTION AWARDING A CONTRACT FOR CURBSIDE RECYCLING
SERVICES**

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

WHEREAS, the governing body of the Borough of Roosevelt authorized the receipts of bids for curbside recycling services; and

WHEREAS, two (2) bids were received on November 26, 2019 in response to the invitation to bidders; and

WHEREAS, the low bidder for the specified service is Central Jersey Waste & Recycling, Inc., 432 Stokes Avenue, Ewing, NJ 08638; and

WHEREAS, the cost for the five year agreement is:

1/1/20 – 12/31/20	\$35,640.00
1/1/21 – 12/31/21	\$36,710.00
1/1/22 – 12/31/22	\$37,810.00
1/1/23 – 12/31/23	\$38,945.00
1/1/24 – 12/31/24	\$40,115.00

WHEREAS, the Borough Attorney has reviewed the bid submission and found it to be in legal compliance; and

WHEREAS, the Borough Council finds that it would be in the best interest of the Borough to award the contract for curbside recycling services to the lowest responsible bidder; and

WHEREAS, funds will be appropriated in the 2020 budget for this service; and

WHEREAS, each subsequent year of the agreement shall be contingent upon funds being appropriated in that year's budget; and

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Roosevelt that the Mayor and Clerk are hereby authorized to execute the agreement between the Borough and Central Jersey Waste & Recycling, Inc., 432 Stokes Avenue, Ewing, NJ 08638 for curbside recycling services to the Borough in accordance with the bid submitted.

BE IT FURTHER RESOLVED that a copy of this resolution, certified by the Borough Clerk to be a true copy be forwarded to Central Jersey Waste & Recycling, Inc., 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 9, 2019.

Kathleen Hart
Borough Clerk

**RESOLUTION NO. 19-123
MEETING DATE: 12-09-19**

**2020 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 CY2020 as follows:

2020 SOFTWARE MAINTENANCE

TAX COLLECTIONS	\$ 2,275.00
FINANCIAL ACCOUNTING	\$ 3,410.00
UTILITY BILLING	\$ 2,390.00
MCSJ WIPP TAX ANNUAL FEE	\$ 1,240.00
MCSJ WIPP UTILITY ANNUAL FEE	<u>\$ 1,240.00</u>
TOTAL	<u>\$10,555.00</u>

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 \$10,555.00 for calendar year 2020; and

WHEREAS, the CFO has certified that funds will be available in the 2020 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 2020.

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 December 9, 2019.

Kathleen Hart
Borough Clerk