

**Borough of Roosevelt  
33 N. Rochdale Avenue  
Roosevelt, NJ 08555**

**Mayor and Council  
Regular Meeting Minutes of August 24, 2020**

Mayor Malkin opened the meeting at 7:00 pm and explained that due to the Coronavirus and the need for social distancing, this meeting is being held remotely and available to the public in a live feed. M/Malkin read the Open Public Meetings Act statement: “Adequate notice of this meeting, as required by Chapter 231, P.L. 1975, has been provided by a public notice on January 6, 2020, 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**

	<b>PRESENT</b>	<b>ABSENT</b>	<b>LATE ARRIVAL</b>
<i>Councilmember Bowen</i>	✓		
<i>Councilmember Dermody</i>	✓		
<i>Councilmember Esakoff</i>	✓		
<i>Councilmember Hamilton</i>	✓		
<i>Councilmember Trammell</i>	✓		
<i>Councilmember Vroman</i>	✓		
<i>Mayor Malkin</i>	✓		

Also in attendance: Andrew Sobel, Esq., Gerry Stankiewicz, Borough Auditor, George Lang, CFO and Kathleen Hart, Borough Clerk.

**PUBLIC COMMENT (Agenda items only):**

M/Malkin opened the meeting to Public Comment for agenda items only at 7:02 pm.

No public comment.

C/Malkin closed the Public Comment for agenda items at 7:02 pm.

**CORRESPONDENCE**

1. Resignation letter, dated July 28, 2020, from Kim Cuiffo resigning as Planning Board Secretary, effective September 1, 2020.
2. Letter dated August 13, 2020, from Congressman Smith to the NJ Board of Public Utilities regarding JCP&L response to Tropical Storm Isaias. Council members discussed JCP&L’s response to the Borough-wide power outage that lasted five days; there was miscommunication from JCP&L regarding the restoration of power and it was a struggle to keep the municipal generators functioning throughout the extended power outage.
3. Letter dated August 10, 2020, from Mary Tulloss regarding School Lane.

**APPROVAL OF MINUTES**

- **June 22, 2020 – Closed Session Council Meeting Minutes**

On a motion by C/Esakoff to accept the minutes as presented by the Borough Clerk, with a second offered by C/Trammell, the June 22, 2020 Closed Session Meeting Minutes were approved by the following roll call vote:

Roll Call

AYES: C/Bowen, C/Esakoff, C/Hamilton, C/Trammell

NAYS: None

ABSTAIN: C/Dermody, C/Vroman

ABSENT: None

- **July 27, 2020 – Regular Council Meeting Minutes**

On a motion by C/Esakoff to accept the minutes as presented by the Borough Clerk, with a second offered by C/Bowen, the July 27, 2020 Regular Session Meeting Minutes were approved by the following roll call vote:

Roll Call

AYES: C/Bowen, C/Dermody, C/Esakoff, C/Hamilton, C/Trammell

NAYS: None

ABSTAIN: C/Vroman

ABSENT: None

## **ORDINANCES**

### **SECOND READING AND PUBLIC HEARING**

#### **ORDINANCE 20-10**

CALENDAR YEAR 2020 ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (NJSA. 40A:4-45.14)

EXPLANATORY STATEMENT: This Ordinance authorizes an increase to 3.5% over the previous year's final appropriations.

M/Malkin opens the public hearing at 7:12 pm.

No public comment.

M/Malkin closes the public hearing at 7:12 pm.

C/Esakoff made the motion to adopt Ordinance 20-10, second offered by C/Hamilton. C/Hamilton explained that this is done every year and allows for emergency situations. The Borough Auditor explained it does not create a pool of money and is for future use if needed.

Roll Call

AYES: C/Bowen, C/Dermody, C/Esakoff, C/Hamilton, C/Trammell, C/Vroman

NAYS: None

ABSTAIN: None

ABSENT: None

## **RESOLUTIONS**

### **Resolution 20-80** Resolution to Read the 2020 Budget by Title Only

C/Hamilton made the motion to adopt Resolution 20-80, second offered by C/Esakoff.

Roll Call

AYES: C/Bowen, C/Dermody, C/Esakoff, C/Hamilton, C/Trammell, C/Vroman

NAYS: None

ABSTAIN: None

ABSENT: None

**Resolution 20-79** Adoption of the 2020 Municipal Budget

C/Hamilton made the motion to adopt Resolution 20-79, second offered by C/Trammell. M/Malkin explained that the adoption of the budget was delayed due to the coronavirus; C/Trammell explained that this year the water sewer budget has a surplus.

M/Malkin opens the public hearing at 7:15 pm.

No public comment.

M/Malkin closes the public hearing at 7:15 pm.

Roll Call

AYES: C/Bowen, C/Dermody, C/Esakoff, C/Hamilton, C/Trammell, C/Vroman

NAYS: None

ABSTAIN: None

ABSENT: None

**Resolution 20-81** Resolution Authorizing Self Examination of the 2020 Budget

C/Hamilton made the motion to adopt Resolution 20-81, second offered by C/Esakoff. No discussion.

Roll Call

AYES: C/Bowen, C/Dermody, C/Esakoff, C/Hamilton, C/Trammell, C/Vroman

NAYS: None

ABSTAIN: None

ABSENT: None

**Resolution 20-82** Payment of Bills for August 24, 2020

C/Hamilton made the motion to adopt Resolution 20-82, second offered by C/Esakoff. No discussion.

Roll Call

AYES: C/Bowen, C/Dermody, C/Esakoff, C/Hamilton, C/Trammell, C/Vroman

NAYS: None

ABSTAIN: None

ABSENT: None

**Resolution 20-83** Resolution for Renewal of Membership in the Monmouth Municipal Joint Insurance Fund

C/Hamilton made the motion to adopt Resolution 20-83, second offered by C/Trammell. No discussion.

Roll Call

AYES: C/Bowen, C/Dermody, C/Esakoff, C/Hamilton, C/Trammell, C/Vroman

NAYS: None

ABSTAIN: None

ABSENT: None

**Resolution 20-84** Resolution Establishing Lien Against Block 3, Lot 14, 9 Pine Drive, Estate of Kim Dexheimer

C/Esakoff made the motion to adopt Resolution 20-84, second offered by C/Hamilton. The amount of the lien is \$120.00 for lawn mowing.

Roll Call

AYES: C/Bowen, C/Dermody, C/Esakoff, C/Hamilton, C/Trammell, C/Vroman  
 NAYS: None  
 ABSTAIN: None  
 ABSENT: None

**Resolution 20-85** Resolution Augmenting the Borough’s Contract for Professional Engineering Services with Tank Industry Consultants for Materials Analysis not to Exceed \$1,200.00

C/Trammell made a motion to adopt Resolution 20-85, second offered by C/Bowen. C/Trammell explained that AT&T wanted to change the materials for restructuring the water tower; the engineering firm determined that it was not necessary to change the materials and the change might be detrimental to the tower.

Roll Call

AYES: C/Bowen, C/Dermody, C/Esakoff, C/Hamilton, C/Trammell  
 NAYS: None  
 ABSTAIN: None  
 ABSENT: None

**Resolution 20-86** Resolution Ratifying and Awarding Contract to Pumping Services, Inc. to Connect the Flow Meters in the Borough’s Water Treatment Plant to the Water Operator’s Emergency Pump Watch System

C/Trammell made a motion to adopt Resolution 20-86, second offered by C/Bowen. C/Trammell explained that the water plant operator, John Holden, has a hand-held device to monitor the water plant and now the water coming out of the well and the water flowing out of the plant to the tower can also be monitored on the device.

Roll Call

AYES: C/Bowen, C/Dermody, C/Esakoff, C/Hamilton, C/Trammell, C/Vroman  
 NAYS: None  
 ABSTAIN: None  
 ABSENT: None

**REPORTS OF COMMITTEE CHAIRS**

**Public Works:** C/Bowen discussed trees that fell during Tropical Storm Isaias and the Borough’s policy for clearing trees that fall in the roadway; the Borough needs a written policy regarding clearing roadways and tree removal; Council members entered into a lengthy discussion regarding the Borough’s responsibility versus homeowners’ responsibility regarding downed trees and the coordination of communication during an emergency; a suggestion was made to form a committee to outline a written emergency response policy and procedure.

**Administration:** No Report.

**Community Dev/Code:** No report.

**Finance:** C/Hamilton explained that there is a small surplus in the utility accounts due to good management and cost saving efforts; there will be no increase in the municipal tax rate or the utility rates for 2020; there will be a slight increase in the school tax rate. Report attached.

**Utilities:** C/Trammell explained the generator at Borough Hall went down the week before the storm and was not functioning during the storm outage; the generator at the water plant went

down during the storm; C/Trammell acknowledged those involved in making repairs for their extraordinary efforts in keeping the water plant functioning.

**Envi. Health & Safety:** No report.

**REPORTS OF BOROUGH OFFICIALS:**

George Lang, Borough CFO briefly discussed the utility fund surplus and the Borough's financial position.

**OLD BUSINESS:**

1. Movie Night: C/Trammell explained that there are plans to hold a movie night after the branch pick up.
2. Storm Drains: C/Bowen discussed storm runoff on N. Valley and the responsibility for clearing clogged storm drains; C/Trammell explained that the storm drain was clogged with debris from the recent storm and it is the Borough's responsibility to clear the debris; homeowners are responsible for the drains that are on their property.

**NEW BUSINESS:**

1. Planning Board recommendations for Ordinance No. 20-07 (POD Ordinance): C/Trammell made a motion with a second offered by C/Vroman second and all in favor to table the discussion until the September 14<sup>th</sup> Council meeting.
2. NJDoT Transportation Alternatives Set-Aside Program: C/Hamilton discussed the cost to apply for grant; C/Trammell made a motion with a second offered by C/Hamilton second and all in favor to table the discussion until the September 14<sup>th</sup> meeting.
3. Communication issues during the recent storm: C/Hamilton discussed the use of text messaging to communicate during the recent storm; policies need to be formed in a more formal and public setting with minutes taken to document the process to avoid violating the Open Public Meetings Act.
4. Mayor's Letter of Support for the Green Team Initiative to the Environmental Commission.

**PUBLIC COMMENT (Any item):**

M/Malkin opened the meeting to Public Comment for any item at 8:25 pm.

Michael Ticktin, 37 N. Valley Road: Thanked M/Malkin for the letter of support for the Green Team initiative; thanked everyone who assisted with getting the generator running at Solar Village during the recent storm; discussed the Environmental Commission's recommendations to bamboo ordinance; discussed the lien on Dexheimer property; the creation of a bike lane through the Borough came up a few years ago but was not pursued because trees would need to be cut to make space for the bike lane; discussed communication with respect to open public meetings act.

C/Malkin closed the Public Comment at 8:30 pm.

At 8:39 pm, C/Esakoff made a motion to adjourn, with a second offered by C/Vroman, and with all in favor the meeting adjourned at 8:39 pm.

The audio tape is available in the Clerk's Office at Borough Hall.

Respectfully Submitted,

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Kathleen Hart, Borough Clerk

Adopted Date: September 14, 2020

Roosevelt Borough Meeting Minutes for August 24, 2020

**Attachment 1****Finance Committee Meetings Report  
June 19 and July 23, 2020**

**6/19, 2020 Meeting** Attending: M. Hamilton-Chair, J. Trammell, L. Esakoff

**Committee discussions:**

-Generator repairs/upgrades (preventative maintenance) installing screens to prevent snakes and rodents from damaging equipment.

-First Aid allocation, the Committee recommended holding the RFAS donation in escrow pending proof of need based upon review of the squad's records (call activity logs and financial statements) which the squad did not want submit to the Council. The Committee recommended allocating an additional \$20,000 in the 2020 municipal budget.

-Cell Tower Contracts/Proposed Upgrades - L. Esakoff recommended a review of the T-Mobile and AT&T contracts. The Committee discussed negotiating strategies re the proposed contract changes.

-Engineering-the Committee recommended meeting with Roberts Associates to discuss sewer treatment plant upgrades and cost and proposed water tower upgrades. -Water/Sewer Line Repairs & Replacement - J. Trammell recommended inspection of 'coupons' i.e. sections of water & sewer lines to inspect the condition of existing pipes to see if they warrant replacement. The Committee recommended providing the water plant operator and the borough engineer with the 'coupons' to receive their recommendations for replacement.

-Hilltop Pool Property - The Committee discussed whether or not the property has existing sewer service. The Committee discussed whether or not the borough or the new owner should pay for hook ups if needed. - Councilman Trammell recommended a comparative analysis of the utility budgets to see how much the borough saved by contracting with our current operators. There were indications that the borough and the ratepayers saved a considerable amount of money since there is now no employees receiving overtime pay and benefits and since testing is now done onsite by the contractors. The goal was to try and ascertain if we can continue to upgrade and repair water & sewer lines without having to raise rates prohibitively.

-Salaries-the Committee discussed pay increases for borough employees

beginning July 1, 2020.

**7/23, 2020 Meeting** Attending: M. Hamilton-Chair, J. Trammell, L.

Esakoff, CFO George Lang

**The purpose of the meeting was to continue preparing the 2020 municipal budget.**

-J. Trammell asked the CFO who owns the municipal bonds and how the bonds are financed. The CFO explained that most of the debt is financed through the NJ State Infrastructure Trust program at very good rates. The current rate is a blended rate (75% of the debt is at 0 % interest and 25% is at the market rate which is currently at its lowest rate in years.

-The CFO reported that the overall municipal budget was in good shape and that the utility budget was generating a surplus for the first time in many years but that major repairs will be needed due to the age of the system but the repairs can be bonded for a number of years lessening the impact on ratepayers.

The Committee recommended increasing salaries 5% across the board starting September 1, 2020 (for the last 4-months of the year).

-Our contract with The Millstone FD for fire protection services (negotiated by a previous administration) increases \$15,000 from the prior year. The increase was added to the budget.

**Summary: The 2020 Municipal Budget will be introduced on 7/27/2020 with the public hearing and adoption on August 24, 2020.**

-There will be no increase in the municipal tax rate (0.755) -There will be no increase in the utility rate.

-There will be a slight increase in the school tax rate (from 1.985 to 2.0190.

-The net effect is that the average residential property tax will rise slightly (from \$7,737 to \$7,829) an average increase of \$92 per year.

-Municipal taxes comprise 24.55% of property taxes. -School taxes comprise 65.67% of property taxes.