

February 18, 2020

A Budget Meeting was held by the Township Council of the Township of Roxbury on February 18, 2020 at the Municipal Building located at 1715 Route 46 in Ledgewood, New Jersey at 7:30PM.

PLEDGE OF ALLEGIANCE

Mayor DeFillippo led the Pledge of Allegiance.

OPEN PUBLIC MEETING STATEMENT

Adequate notice of this Meeting of the Township Council of the Township of Roxbury was given as required by the Open Public Meetings Act as follows: On December 27, 2019, notice was faxed to the Daily Record, the Newark Star Ledger, The Roxbury Register and published in the Daily Record; notice shall also remain posted throughout the year on the bulletin board in the main hallway of the Municipal Building.

ROLL CALL (Present): Councilwoman Jaki Albrecht, Councilman Thomas Carey, Councilman Mark Crowley, Deputy Mayor Fred Hall, Councilman Jim Rilee, Mayor Robert DeFillippo; **Absent:** Councilman Richard Zoschak

Also Present: John Shepherd, Township Manager; Amy Rhead, Township Clerk

Staff: Lisa Spring, CFO; Valarie Wyble, Purchasing Agent

Public: three (3) members of the public were in attendance; Fred Aun, TAPinto Roxbury reporter

REPORTS OF COUNCIL LIAISON REPRESENTATIVES, COUNCIL COMMITTEES AND NEW BUSINESS / OLD BUSINESS

A. Final Draft 2020 Capital Improvement Plan

Mr. Shepherd confirmed that usage of Open Space Funds has been removed from the Capital Budget. Deputy Mayor Hall asked if funds have been earmarked for replacement of tables at the Senior Center. Mayor DeFillippo requested a report outlining the status and projected expenses. Mr. Shepherd explained that the current tables were inspected, and no safety concerns were identified. Deputy Mayor Hall asked that approximately \$4,000 per year be set aside in the budget for replacement of tables should the need arise. Councilman Crowley spoke about several other areas that are more in need of funding and suggested holding off until a schedule and plan is put into place.

B. Proposed 2020 Operating Budget

Current Fund Overview:

- no significant changes to the delivery of municipal services
- staffing levels projected to remain the same as 2019 funded levels with the following exceptions:
 - Elimination of the seasonal part-time position in Tax Assessor's Office
 - Permanent part-time (10 hours/week) Dial-A-Ride clerical position reprogrammed into the Recreation Department for administrative services – neutral cost impact.
- Health Benefit Premiums – 2020 rates comparable to 2019
- Pension contributions (non-public safety and police) – increases in required funding expected for 2020

Administrative & Executive

No comments/discussion.

Central Stores

- Councilman Crowley asked why the expended amounts are shown through January 31, 2020 instead of December 31, 2019. Mrs. Spring explained the calculation includes bills received in January that need to be posted into the 2019 budget year.

Council

No change.

Elections

No comments/discussion.

Clerk

Councilman Crowley asked if there is line item that quantifies the amount of time and money spent on complying with the Open Public Records Act (OPRA). General discussion occurred regarding the challenges faced by all departments due to the growing number of OPRA requests submitted.

Finance

- Contracted Services – general discussion occurred regarding the length of term and review of banks

Audit

No comments/discussion.

Data Processing

No comments/discussion.

Tax Collector

No comments/discussion.

Tax Assessor

- Decrease attributable to having extra funding in the prior budget for the revaluation
- Reduce line item by half to \$7,500

Legal

Mr. Shepherd confirmed that the Township is still being reimbursed by the state for some monitoring and consulting expenses associated with the Fenimore landfill site.

Engineering

- Contracted Services – Council requested additional information regarding this line item

Historical Society

No comments/discussion.

Planning Board

- Escrow Credits, Housing Trust and Highlands – credits offset salary line
- Planning Studies

Economic Development Committee

No change in requested amount.

Zoning

- Code enforcement – discussion occurred regarding the salary line item (amended to 28,100 to allow for a 2% increase)

Uniform Construction Code

- Council requested an explanation regarding the disparity between the budgeted and expended salary line item shown for 2019.

Other Insurance

- go out to bid every three years
- current JIF annual increases have been reasonable

Group Insurance

- decrease in prior year's expended amount was attributed to significant rate reductions at the state level in 2019

- library employees switched to part-time
- municipalities benefit from employee contributions

Disability

- requested amount shows a slight reduction due to estimated projections

Health Care Waivers

- offsets insurance costs

SUI Insurance

No change.

Police – HOLD for future budget meeting

Police Staff – HOLD for future budget meeting

Traffic Control – HOLD for future budget meeting

Emergency Management

No comments/discussion.

First Aid – HOLD for future budget meeting

Volunteer Fire Department – HOLD for future budget meeting

Fire Prevention

No comments/discussion.

Environmental Commission

No comments/discussion.

Lake Musconetcong Regional Planning Board

Council members requested backup for increased funding request.

Library

General discussion occurred regarding the funding.

Utilities

No comments/discussion.

Social Security

No comments/discussion.

PFRS –PERS

Mandatory pension contribution – no additional comments/discussion.

DCRP

- Allocation for manager as per agreement

ROMAC

- Mr. Shepherd will provide additional information to Council regarding recent guideline changes implemented by the state to revitalize the program.

Safe and Secure

No comments/discussion.

LOSAP

No comments/discussion.

Capital Improvement Fund

No comments/discussion.

Bond Principal

No comments/discussion.

Note Principal

No comments/discussion.

Bond Interest

No comments/discussion.

Note Interest

No comments/discussion.

Green Acres

No comments/discussion.

Pooled Pension Loan

- obligation ends in 2024

Deferred Charges

No request for 2020.

MATTERS REQUESTED / REFERRED BY COUNCIL MEMBERS, MANAGER, ATTORNEY OR CLERK

None

PUBLIC PORTION (3 Minutes /1 Appearance per Individual)

None

DRAFT ORDINANCES FOR DISCUSSION

None

INTRODUCTION OF PROPOSED ORDINANCES

None

HEARING AND ADOPTION OF ORDINANCES ON SECOND READING

None

INTRODUCTION AND ADOPTION OF RESOLUTIONS

None

PERSONNEL CHANGES

None

COMMUNICATIONS

None

PUBLIC PORTION (3 Minutes /1 Appearance per Individual)

None

EXECUTIVE SESSION

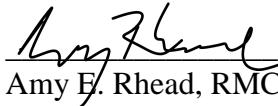
None

ADJOURNMENT

At 9:00PM, Deputy Mayor Hall made a motion to adjourn the meeting. Councilwoman Albrecht seconded the motion.

Voice Vote: All in Favor – Yes; Motion carried unanimously, 6 to 0.

Submitted by:



Amy E. Rhead, RMC
Township Clerk

MINUTES APPROVED BY COUNCIL:

DATE: March 10, 2020

ROLL CALL:

Councilwoman Albrecht	-	Yes
Councilman Carey	-	Yes
Councilman Crowley	-	Yes
Deputy Mayor Hall	-	Yes
Councilman Rilee	-	Yes
Councilman Zoschak	-	Abstain
Mayor DeFillippo	-	Yes