

March 2, 2021

A Budget Meeting was held by the Township Council of the Township of Roxbury on March 2, 2021, at the Municipal Building located at 1715 Route 46 in Ledgewood, New Jersey at 7:30PM; however, the Council Room was closed to the public due to the COVID-19 pandemic; therefore, the meeting was broadcast via Zoom Pro in order to allow the continuation of routine municipal business and provide the opportunity for public participation during public comment periods.

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 28, 2020, notice was published in the Daily Record. Notice was faxed to the Daily Record, Newark Star Ledger and The Roxbury Register on December 31, 2020. Notice shall also remain posted throughout the year on the bulletin board in the main hallway of the Municipal Building.

Due to the ongoing public health emergency as declared by the Governor, the location of this meeting of the Township Council has been changed to be held remotely via telephonic audio conferencing and recorded utilizing the Zoom Pro platform. Adequate advance notice of this change, as well as instructions for accessing the agenda and relevant documents, and making public comment was provided as follows: On February 26, 2021, notice was emailed and faxed to the Daily Record, the Newark Star Ledger, the Roxbury Register; emailed to TAPinto Roxbury; posted on the bulletin board in the main hallway of the Municipal Building and on the exterior door of Town Hall; and electronic notice was posted on www.roxburynj.us.

ROLL CALL (Present): Councilwoman Jaki Albrecht, Councilman Thomas Carey, Councilman Mark Crowley, Deputy Mayor Fred Hall, Councilman Jim Rilee, Councilman Richard Zoschak, Mayor Robert DeFillippo; **Absent:** None

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

Staff: Robert Kuncken, IT Director; Lisa Spring, CFO; Valarie Wyble, Purchasing Agent; Richard Blood, Public Works Director; Steve Senese, Assistant Director of Public Works; Chief Marc Palanchi and Captain Kevin Howell of the Roxbury Township Police Department; Robert Hackett, Director of the Office of Emergency Management and Roxbury Fire Department Chief; Mark Caputo, Health Official; Brett Douglas, Recreation Director, and Ryan Williams, Assistant Recreation Director

Public: approximately nine (9) members of the public were in attendance remotely

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

A. Proposed 2021 Operating Budget

Discussion occurred with regard to the following budget accounts:

Police Department

- Similar to 2020 budget with some contractual wage increases
- Personnel level stayed the same as 2020
- Overtime – amounts shown in budget book do not include payments from outside sources

Discussion occurred with regard to the affect the pandemic had on the budget. Chief Palanchi noted that additional Personal Protective Equipment (PPE) purchases were made even though not anticipated in the 2020 budget. He also mentioned a decrease in the amount of overtime due to the cancellation of sporting and other special events. Mayor DeFillippo expressed appreciation to the police department during the pandemic. Deputy Mayor Hall also commended the police department staff for their efforts during the pandemic. Deputy Mayor Hall noted a substantial difference between the 2020 budget and this year's request for the vehicle purchase/lease subaccount funding. He asked if there has been a change in the number of vehicles in the fleet. Captain Howell spoke about the 4-4-5 purchase year rotation schedule and advised that 2021 is a 5-car purchase year.

Traffic Control

- Crossing Guards – no changes

Councilman Crowley expressed concern regarding the availability of ammunition. Chief Palanchi confirmed that Roxbury has an adequate stock of supplies due to their supply and replenishment practices. Councilwoman Albrecht stated that a lot of positive comments about Roxbury police are posted on Facebook and other social media sites. She said, “Keep up the good work!” Chief Palanchi credited Jen Dillard, Assistant to the Chief of Police, for keeping up with the police social media sites.

Emergency Management (OEM)

- Proposal is comparable to the 2020 budget.
- Mr. Hackett confirmed that software expenses and subscriptions are covered under operating expenses.

Mayor DeFillippo thanked Mr. Hackett for his commitment during these very difficult times.

Fire Departments

- Budget requests are the same as they were in 2020 for all three fire companies.

Councilman Zoschak inquired about replacement of the air packs. Mr. Shepherd explained that the air packs are a Capital Budget expense. They will be ordered after the budget is approved.

Fire Prevention

- No change from previous year

Mayor DeFillippo complimented Mike Pellek, Fire/Safety Officer, for doing a terrific job getting inspections completed, especially during pandemic

Fire and EMS - Companies #1, #2, and #3

General discussion occurred with regard to a garage door motor included in the 2020 budget for Company No. 2 and again in 2021. Mr. Hackett explained that the purchase did not occur in 2020 as expected due to a problem with the bidder; therefore, it is being rebid and will be purchased in 2021. He confirmed that it is a one-time expenditure and will not appear again in next year’s budget request. On behalf of the Office of Emergency Management and the Roxbury Fire Departments, Mr. Hackett thanked the Mayor and Council for their continued support.

Public Works

- No change in number of staff members
- Work program similar to 2020
- Increases in contractual wages and negotiated salaries impacted the salary line items
 - Mrs. Spring will provide details of the increases to Council
- General discussion occurred with funding for tree removal (Emerald Ash Borer)

Streets and Roads

Councilman Crowley asked about the line item(s) for sweeping and asphalt. Mr. Blood explained that Public Works did a lot of clearing last year.

Snow & Ice

- No change
- Possibility of receiving reimbursements due to the State of Emergency declaration
- No increase in the number of employees

Sanitation and Recycling

- Recycling costs the Township money, but every effort is made to separate the items and get the best price
- Recycling Center – increase in brush recycling

Council Zoschak noted that holiday pick-ups occurred two times in December. He asked if this procedure is associated with the new contract. Mr. Blood said that additional pick-ups are not

expected to continue. Blue Diamond requested the additional pick-up because of a particular situation (Friday holiday and snow event).

- 2021 Budget – includes three months of the previous rate and nine months of the increased annual cost for Blue Diamond Services
- 2022 Budget – line item for services will show a full year of increased costs

General discussion occurred regarding increased costs for sanitation services across the country. Additional conversation took place with regard to the overall savings realized since outsourcing sanitation services over the past several years.

Buildings and Grounds

- No comments or discussion

Equipment Repair

- No comments or discussion

Municipal Service Agreements

Mr. Blood explained that formulas and calculations are used to determine the maximum amount the Township has to pay for the various municipal services.

Parks and Maintenance,

- Slight budgetary increase from the previous allocation
- Increase in lawn maintenance
- Tree and pruning subaccount – monies associated with general tree trimming throughout all the parks

Mr. Shepherd confirmed that details regarding salary increases will be compiled and provided to Council as requested earlier. Mr. Shepherd thanked Mr. Blood and Mr. Senese for their time and effort with the operating and capital budget. Mayor DeFillippo and Councilmembers complimented the DPW for their hard work during the pandemic and the snowstorm events.

Lake Musconetcong Regional Planning Board

- No change.

Health Department

- General discussion occurred with regard to possible COVID-19 reimbursements
- Increase in salary for the Township's public health nurse – in direct correlation with the increased work hours

Mayor DeFillippo thanked the Health Department for their outstanding work. Mr. Caputo spoke about Jim Craig, Township Nurse, his accessibility and amazing work with the staff, schools and members of the public.

Animal Control

Mayor DeFillippo asked what can be done to get people to pick up after their dogs. Mr. Caputo spoke about the Horseshoe Lake walking path and agreed that enforcement is somewhat of a challenge. He said he plans to increase visibility of the Animal Control Officer in an effort to address the situation.

Environmental Commission

- No change

Deputy Mayor Hall mentioned that Jackie Vitiello is the Chairperson. Lisa Spring will make the correction in the budget book.

Mr. Shepherd confirmed that details regarding budget amendments will be provided to Council in advance of the next budget meeting.

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

None

PUBLIC PORTION (3 Minutes /1 Appearance per Individual)

Mayor DeFillippo reminded telephonic callers who would like to speak on any issues to press *6 (star six) to unmute their phone.

Hearing no comments, Mayor DeFillippo closed the Public Portion.

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)

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EXECUTIVE SESSION

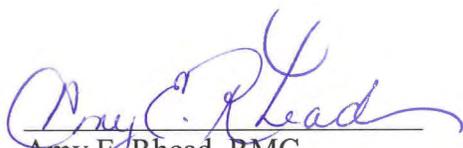
None

ADJOURNMENT

At 8:47PM, Councilwoman Albrecht made a motion to adjourn the meeting. Councilman Zoschak seconded the motion.

Voice Vote: All in Favor – Yes; Motion carried unanimously, 7 to 0.

Submitted by:


Amy E. Rhead, RMC
Township Clerk

MINUTES APPROVED BY COUNCIL:

DATE: July 13, 2021

ROLL CALL: Councilwoman Albrecht - Yes
Councilman Carey - Yes
Councilman Crowley - Yes
Deputy Mayor Hall - Yes
Councilman Potillo - Abstain
Councilman Rilee - Yes
Mayor DeFillippo - Yes