

March 19, 2019

A Budget Meeting was held by the Township Council of the Township of Roxbury on March 19, 2019 at the Municipal Building located at 1715 Route 46 in Ledgewood, New Jersey at 7:30PM.

PLEDGE OF ALLEGIANCE

Deputy Mayor Hall 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 21, 2018, 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 Mark Crowley, Councilman Dan Kline, Councilman Jim Rilee, Councilman Richard Zoschak, Deputy Mayor Fred Hall; **Absent:** Mayor Robert DeFillippo

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

Staff: Lisa Spring, CFO; Valarie Wyble, Purchasing Agent; Olena Oxenbridge, Assistant to the CFO; Richard Blood, Public Works Director; Brett Douglas, Recreation Program Director; Keith Knudsen, Recreation Director

Public: four (4) members of the public were in attendance

Deputy Mayor Hall stated for the record that Mayor DeFillippo was absent due to a death in the family. He extended thoughts and prayers to the DeFillippo family. A moment of silence was held in remembrance of Freeholder Kathryn DeFillippo's sister. Deputy Mayor Hall returned to the order of the agenda and presided over the meeting.

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

A. 2019 Operating Budget

Mr. Shepherd referenced his March 14, 2019 memorandum that addressed questions asked by Council at a previous budget meeting with the exception of the Vacant Property Registration status update report, which is in progress and will be provided upon completion.

Public Assistance

No questions, discussion or comments.

Senior Activities

- Dial-A-Ride – upcoming retirement of lead driver
- Request for New Position – part-time clerical assistant position (10 hours per week) to help with scheduling, phones and grant applications is expected to decrease driver overtime hours.

Recreation

- Credit Card Up charge Fees – decision was made years ago that the municipality would absorb credit card fee charges for the purpose of participant convenience and with the hope of enticing increased enrollment
- Community Pass Program – need to compare to other available systems/software

Leisure Activities

- Expenditures – offset by participant's registration fees
- Ice Hockey Program – No revenue is derived from the ice hockey program; however, Council members agreed that the program is a worthwhile investment.

Streets & Roads

- Paving Plans – include Mooney Road and Emmans Road this year (*temporary repairs to Emmans will be followed by complete paving later in the year*)

Streets & Roads (continued)

- Grants – General discussion occurred with regard to the NJDOT grant process.
- Salaries and Wages – Council questioned the differences between the previous years' expended dollar amounts versus the current budget request.
 - Contractual obligations
 - Mr. Blood confirmed that staffing levels have not changed with the exception of the additional Laborer Position that was approved during the 2018 budget process.
 - The 2018 expended amount does not include the full salary for the additional laborer due to mid-year hiring; the 2019 budget request includes the full year salary for the position.
 - Overtime – Mrs. Spring attributed increased 2018 overtime amounts to storm cleanup.
 - Council members requested a year-by-year salary comparison with overtime for special storm cleanup work broken out.
- Paving Costs – roadway width is a significant factor in determining cost
- Paving Decisions – based on established criteria and priority
- Tilcon – Discussion occurred with regard to the process and utilization of Tilcon. A resolution detailing a specific dollar amount and particular streets will be included on an upcoming agenda. If approved, the project will commence according to Tilcon's availability and completion of the Township's prep work (milling).
- Tree Removal – The increase in the line item was noted and attributed to the extensive work that needs to be done due to trees being killed by the Emerald Ash Borer plague.

Snow & Ice

- Snow Trust Fund – balance fluctuates depending on the season, weather, ice and snow
- Salt Storage and amount in stock – 1,100 tons represents about 1/4 of the year
- Councilman Crowley asked if liquid brine is also used, mentioning that he noticed a tank by the salt shed. Mr. Blood stated that the township does not. He explained that the tank by the salt shed is a calcium tank.
- Salaries and Wages – general review of budgetary request was considered adequate

Public Works Department

- Salaries and Wages – slight reduction from prior year
- Annual NJDEP fee for completed remediation projects (Landing Park) \$2,760 every other year will be owed in perpetuity

Sanitation & Recycling

- Blue Diamond – 2019 is the third year of the five-year contract. Discussion occurred with regard to compliance with the contractual requirement to provide biannual status reports.
- Recycling Disposal – increased revenue offsets decreased budgeted amount

Buildings & Grounds

- Horseshoe Lake – exterior, interior and roof design are included in Capital Budget. The exterior is scheduled for 2020. Interior improvements will occur in 2021.

Equipment Repair

- Seasonal Summer Position:
 - Term and hours – six-week position during the summer / 40 hours per week
 - Essentiality –ensures adequate coverage when full-timers take vacation time (*it was noted that only one full-time employee at a time is permitted to take a vacation*)
 - Council members asked Mr. Blood to explore the possibility of sharing services with other municipalities or the Board of Education during the summer.

Park Maintenance

- Salaries, step-guide and staffing levels:
 - Salaries and Wages – increased budget request attributed to significant variations between steps; step-guide can be reviewed during the next contract negotiations
 - Special circumstances – include retirements, promotions, etc.
 - Council requested a year-by-year staffing level and salary breakdown comparison

Library

- Overall reduction – Requesting \$55,496 from the Township (above the 1/3 of a million), which is less than \$58,173 allocated in the 2018 Budget

Library (continued)

- Council members commended the Library Director for implementing many new innovative and successful programs

Utilities

- Subject to market conditions
- Council gave credit to the IT Director for reducing the telephone budget over the last few years by consolidating telephone lines.

Reserves For Future Purchases

- Mr. Shepherd recommended amending \$50K to \$75K for the fire vehicle
- Councilman Rilee suggested broadening the name of this subaccount to incorporate various vehicles allowing more flexibility for use of the funds

Social Security

No questions, discussion or comments.

PERS & PFRS

Covers statutory contributions for pension.

DCRP

No questions, discussion or comments on the obligation for part-time and elected officials.

ROMAC

No questions, discussion or comments.

National Crime Statistics Grant

- Council requested more information regarding the grant, including the purpose, application process and distribution of the funds

Safe and Secure Communities Grant

No questions, discussion or comments.

SCADRTAP

No questions, discussion or comments on the Senior Citizen & Disabled Resident Transportation Assistance Program.

Interlocal

- Fire Sub-Code with Mount Olive – 2018 was partial due to entering into the Agreement mid-year; 2019 is full year amount of \$25K
- County Radio Dispatch – the County has not increased the fee

Municipal Court

- Councilman Zoschak asked for court status reports to be provided to Council
- Slight reduction in overall budget (approximately 2%)

LOSAP

- Line item is lower than 2017 due to reimbursement of funds upon resignation of non-vested members. Mrs. Spring confirmed the budgeted amount is sufficient to cover expected costs.

Capital Improvement Fund

No questions, discussion or comments.

Bond Principal

- Congratulatory comments the Bond Principal being reduced from \$992,000 to \$0
- Paying off the bond principal allowed for the capital improvement budgetary increases

Note Principal

No questions, discussion or comments.

Bond Interest

No questions, discussion or comments.

Note Interest

No questions, discussion or comments.

Green Acres Loans

- Obligation extends through 2029

Pooled ERI Pension Loan

- Obligation concludes at the end of 2021

Deferred Charges

- Dollar amount changed to \$76,567 for unfunded ordinances as recommended by the auditor. This is a one-time expenditure to ensure full compliance with the audit.

Salary Reserves

No questions, discussion or comments.

Reserves for Uncollected Taxes

- Revaluation will result in a lower tax rate, but it is not expected to affect the amount required that should be budgeted for uncollected taxes.

Dog Trust

- Mrs. Spring confirmed that the Dog Trust does not include cats.

Health

- Nonrenewal of Mine Hill Contract – loss of revenue impacts the Township negatively
- Council members asked if the staffing levels should be reviewed with the loss of the Mine Hill contract. Mr. Shepherd did not feel that changes would be prudent at this time. The hope is to enter into a contract with another municipality.

Animal Control

- Increased by \$5K to supplement the dog fund trust

Environmental Commission

- Budget request has remained consistent at \$5K
- Councilman Kline asked if the variation in amounts expended under subaccount #204 is attributable to the electric fence. Mr. Shepherd and Deputy Mayor Hall were not certain, but recalled the fence being relocating due to encroaching on a neighboring parcel. Mr. Shepherd pointed out that the overall request did not change.

Councilman Rilee recommended addressing the outstanding budget items and questions on the next Regular Meeting agenda, March 26, 2019, and voting on the Budget Introduction on April 9, 2019.

Deputy Mayor Hall reviewed the following list of outstanding items to be added for discussion on the March 26, 2019 agenda:

- Court – revenue and status report/information
- National Crime Grant – details/information
- Recreation Department – review merchant fees policy and Community Pass
- Salary detail/additional information for Recreation and Roads & Parks accounts
- Equipment Repair account – exploration of shared service possibilities for seasonal summer position

Councilman Rilee advised Council that after meeting with Fire Chiefs and consulting with Mr. Shepherd, he is recommending purchasing a heavy-duty washing machine and dryer for firefighter turnout gear. The purchase will be funded by cancelling old capital. The appliances will be located at Fire Co. No. 1, but utilized by all companies. Council members thanked Councilman Rilee for finding a solution to addressing the needs of Fire Department without affecting the budget.

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

None

PUBLIC PORTION *(3 Minutes /1 Appearance per Individual)*

Robert Kluska, 274 Emmans Road, Flanders – Mr. Kluska asked for clarification regarding differences between the Roxbury Senior Citizens and Ever Young budgets. It was explained that the membership count shown in the budget document was incorrect, but the budget amounts are accurate.

Seeing no further comments, Deputy Mayor Hall 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)*

There were no comments from the public at this time.

EXECUTIVE SESSION

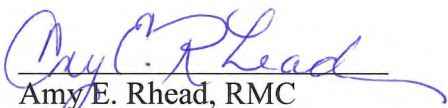
None

ADJOURNMENT

At 9:40PM, Councilman Kline made a motion to adjourn the meeting. Councilman Zoschak 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: September 24, 2019

ROLL CALL: Councilwoman Albrecht - Yes
Councilman Crowley - Yes
Deputy Mayor Hall - Yes
Councilman Kline - Yes
Councilman Rilee - Yes
Councilman Zoschak - Yes
Mayor DeFillippo - Abstain