

March 30, 2021

A Budget Meeting was held by the Township Council of the Township of Roxbury on March 30, 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 March 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, Mayor Robert DeFillippo; **Absent:** Councilman Richard Zoschak

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

Staff: Robert Kuncken, IT Director; Lisa Spring, CFO; Valarie Wyble, Purchasing Agent; Michele O'Halloran, Executive Assistant; Brett Douglas, Recreation Director; Ryan Williams, were in attendance remotely)

Public: approximately eight (8) members of the public were in attendance remotely

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

A. Proposed 2021 Budget

Mayor DeFillippo spoke about Council's focus on presenting a budget that considers the difficulties faced by residents and businesses over the past year as a result of the pandemic. As an example, Councilman Rilee noted that Council reduced the Snow and Ice Reserve Account balance after reviewing the rules associated with using money from the fund and recognizing that it was the prudent thing to do. Mr. Shepherd reviewed the revised recommendations for contributions to the Snow (Storm) Trust Fund as well as other various amendments outlined in his March 23, 2021, Memo to Mayor and Council entitled, "2021 Capital and Operating Budget – Final Considerations", which read, in relevant part, as follows:

TOWNSHIP OF ROXBURY

Interoffice Memo

TO: Mayor and Council
FROM: John M. Shepherd, Township Manager
DATE: March 23, 2021
RE: 2021 Capital and Operating Budget - Final Considerations

As a follow-up to the March 16, 2021, budget meeting, please find below information requested by Council and final recommendations for the 2021 budget.

First, please consider a recommendation for annual funding for winter maintenance operations. The recommendation is to provide in the annual operating budget \$575,000 for winter operations {which is a \$12,000 reduction from the 2020 funding level}. Furthermore, it is recommended that the annual target funding for the Snow {Storm} Trust Fund be \$150,000. Please note that the current Snow Trust Fund balance is approximately \$280,000. In 2016, the Snow Trust Fund balance was approximately \$66,000. Over the past five years, the maximum amount of funding utilized from the Snow Trust Fund was approximately \$75,000.

If Council is in agreement with the operating budget funding amount of \$575,000, it is recommended that \$62,000 be transferred to the Capital Budget for the Annual Road Paving Program. This proposal will increase the Annual Road Paving Program budget to \$897,000.

Council also needs to determine if the following projects should be included in the 2021 Capital Budget and determine the funding source:

- *Bathroom Renovation Horseshoe Lake Park {\$52,000} - proposed funding is the Open Space Trust Fund*
- *Shore Hills Playground Renovation {\$70,000} - proposed funding is the Open Space Trust Fund*

Members of the Council agreed with the recommendations with the exception of the Shore Hills Playground Renovation. Council asked for the Shore Hills Playground Renovation project to be funded from the general fund instead of Open Space. The general fund will also be utilized to eliminate any tax increase. The finalized budget document will be included on the April 13, 2021, agenda for first reading/introduction. The Mayor thanked everyone for their diligence and hard work on preparing the budget.

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)

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

Ann Mauro, 7 Picardy Road, Succasunna – Ms. Mauro asked for a status update on the request for fire hydrant markers/flags. Mr. Shepherd said that options are still being explored. Councilman Rilee spoke about previous challenges with hydrant markers/flags, which included vandalism, but noted that the fire departments have a map of locations. Councilwoman Albrecht confirmed that the fire departments have a map of hydrant locations.

Corine Borrero, 97 Eyland Avenue, Succasunna – Ms. Borrero concurred with the importance of the map system for fire departments but stated that residents also need to know where they are in order to shovel them out from snow.

Hearing no further comments, Mayor DeFillippo closed the public portion.

EXECUTIVE SESSION

None

ADJOURNMENT

At 7:55PM, Councilwoman Albrecht made a motion to adjourn the meeting. Councilman Carey 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: July 13, 2021

ROLL CALL:

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