

**February 14, 2012**

A Budget Meeting was held by the Township Council of the Township of Roxbury on February 14, 2012 in the Municipal Building located at 1715 Route 46 in Ledgewood, New Jersey at 7:30 PM.

**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 19, 2011, 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):** Councilman Gary Behrens  
Councilman Mark Crowley  
Deputy Mayor Kathy DeFillippo  
Councilman Jim Rilee  
Mayor Fred Hall

**Absent:** Councilman Martin Schmidt  
Councilman Richard Zoschak

**Also Present:** Christopher Raths, Township Manager  
Amy Rhead, Acting Township Clerk  
Kathy Florio, Kathy Florio, Administrative Aide

**Staff:** Lisa Spring, CFO/Treasurer  
Patricia Reiche, Assistant to the CFO  
Rick Blood, Director, Department of Public Works  
(8:55PM departure)  
Michael Kobylarz, Township Engineer/Director of  
Utilities (8:15PM departure)

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

**Mayor Hall apologized for scheduling a meeting on Valentine's Day and amended the order of the agenda to allow for Public Portion.**

**Robert Kluska**  
**274 Emmans Road, Flanders**

Mr. Kluska asked why the 2014 through 2017 budget projections were higher than what they usually end up at. Mr. Raths said that the analyses were comprised of conservative projections and pointed out that the reserve for uncollected taxes would be two million dollars in the out years and statutory costs for pension obligations needed to be considered.

**Ralph Nappi**  
**29 Ford Road, Landing**

Mr. Nappi asked if the Council would have to approve a resolution to increase the Open Space Tax. Council members noted that the Open Space Tax would not change.

**Mayor Hall closed the Public Portion.**

**Mayor Hall returned to the order of the agenda.**

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

Councilman Behrens reported that the Board of Education voted to move the School Board elections to November.

Mayor Hall noted that the COAH Committee, Recreation Committee, and Solid Waste Committee all recently held committee meetings.

Mayor Hall reviewed the dates and times for upcoming meetings/events, including:

- February 21 – Lake Hopatcong Commission meeting (Council members agreed that the Lake Hopatcong Commission should remain under local control as opposed to giving the responsibility to the State)
- February 21 – Congressman Lance attending Council meeting
- February 26 – Blue Gold Dinner (Boy Scouts)
- February 27 – State Plan meeting, East Hanover
- February 27 – Special School Board Meeting to vote on the tentative budget
- March 2 – Read Across America - Roxbury Public Library
- March 15 – Morris County Education Association Reception
- March 10 – Volunteer Coaches Recognition
- March 24 – Easter Egg Hunt with the Easter Bunny
- March 29 – Neighborhood Meeting

Mayor Hall reported that the Recreation Committee had recommended the purchase and installation of a guard rail along Berkshire Valley Road for safety reasons. Council members supported amending the Capital Budget by adding \$13,000 for said purpose. Mr. Raths said it would be added under the Road Department's budget.

## **A. 2012 Capital Budget**

### **1. Sidewalk Grant Program**

Mr. Raths reviewed the program that would set aside \$25,000 from the Township's Sidewalk Repair budget and offer to allow the homeowner to enter into a contract to repair the sidewalk if it is deemed in need of maintenance. Councilman Rilee requested that all correspondences and documents identify it as a "trial" program and asked to ensure legal approval was obtained from the Township attorney prior to implementation. Deputy Mayor DeFillippo asked how the program would be advertised. Mr. Raths said that information would be disseminated via the township website, the monthly newsletter, and through a newspaper publication. Council decided not to restrict the program to prioritized areas.

### **2. Vehicle Maintenance**

Mr. Raths distributed a memo from Rick Blood, dated February 9, 2012, outlining the current Fleet Preventative Program. Recommendations included more frequent training, compliance with vehicle checklist procedures and maintenance practices, as well as, staff accountability.

### **Additional Capital Budget items discussed:**

**Electric Stretcher** – Councilman Behrens reported that he supports the purchase of an electric stretcher after witnessing a demonstration and seeing the advantages of an electric versus a manual stretcher.

**Information Technology** – a brief discussion took place regarding Councilman Crowley's work with the Computer Committee to reallocate the budgeted monies to buy different versions of software and hardware.

At the request of Deputy Mayor DeFillippo, Mayor Hall and Mr. Raths explained the "Pay-As-You-Go" terminology and that the Township would not be borrowing any money to pay its obligations.

Mr. Raths reported that the Capital Budget would be ready for Council to consider for approval by the first meeting in March.

## **B. 2012 Operating Budget**

### **1. Engineering**

Mr. Rath reported that the salaries within the Engineering Department's proposed budget had decreased, but that there was an increase in the operating expenses. Mr. Rath distributed the Engineering Department's "2012 To Do List" list. Council members asked questions about:

- Main Street Streetscaping – Mr. Kobylarz provided an overview of the project
- Succasunna Lake Dredging – Mr. Kobylarz reported on the expected time-line for the project and said he was waiting for the dredging permits from NJDEP
- Succasunna Lake Tributary Bank Stabilization Design/Permitting – update given by Mr. Kobylarz regarding the stabilization of the upstream area
- Tax Map update – Mr. Kobylarz reported on the requirements for certification by a licensed surveyor
- Water meter and transmitter replacements – Council members thought this had already been completed. Mr. Kobylarz said that the completion was delayed due to decreased staffing over the past few years, but that this is the final phase of the replacement project.
- Mr. Kobylarz provided examples of situations that the use of personal vehicles and reimbursements for mileage of same would be more practicable than using Township vehicles (location/time of meeting in comparison to staff member's place of departure)
- Mr. Kobylarz reviewed the continuing educational requirements for staff and provided licensing and membership information for engineering and water associations
- Mr. Rath spoke about the savings that will be realized for Mr. Kobylarz to provide Licensed Water System Operator services, for which Mr. Kobylarz will receive an increase in pay but the monthly fee to the outside contractor will no longer be necessary and will be eliminated from the Water Budget.
- Mr. Kobylarz spoke about the amount budgeted for stormwater fees and said that the amount includes payments for permit fees, training, and other NJDEP mandates. Deputy Mayor DeFillippo pointed out that Roxbury had prevailed in one objection to the NJDEP's unfunded stormwater management mandates.

Mayor Hall thanked Mr. Kobylarz for his continued efforts and dedication.

### **2. Department of Public Works**

Mr. Rath explained that the increase in the DPW salary and wages was due to the removal of the Sanitation Budget and all associated residual costs have been merged with the Department of Public Works. Council members stated that they wanted to be able to track the savings from the privatization of the sanitation services.

Mr. Rath distributed the Department of Public Works "2012 To Do List" list.

Discussion took place regarding issues which included the following items:

- drainage and stormwater maintenance
- sidewalk repairs (non-completion of 2011 projects delayed because of excessive storms)
- park maintenance and repairs, especially Kiwanis Park which was identified on Make-A-Difference Day as being in dire need of repair after the 2011 hurricanes and storms. Mr. Blood explained that, while FEMA reimbursement was expected eventually, the repairs must be made as soon as possible to accommodate the sports seasons.
- new soccer field on Righter Rd. - expected completion date of June
- request for an additional position - Councilman Rilee requested that comparative data be provided to justify the request to hire an additional employee. Mr. Rath said that he would provide Council with the information and also spoke about the expected retirement(s) in the Road Department and reasons that an Assistant would be needed. Mr. Blood spoke about the amount of time it takes for processing bid specifications, managing parks, buildings, grounds, streets, sidewalks, HVAC, etcetera. Mr. Blood spoke about reductions in force that were implemented in 2010 and the Department not having enough manpower. Councilman Rilee felt that Council should have more information about the positions and individual responsibilities.

Further discussion took place regarding the needs and rationalization regarding the adequate number of employees. It was agreed that Mr. Rath would provide an organizational structure before and after the privatization of the sanitation services. Councilman Crowley asked for a job description for the new position to be provided. Council members also asked to see how the approval of the request would alleviate Mr. Blood's work load.

- radio equipment maintenance budgeted amount of \$6,000 questioned; Mr. Blood said that the amount was for both the service contract and for repairs to the Township's communication equipment
- accident reimbursement amount requested; explanation and discussion about the annual deductible per accident

Councilman Behrens said that the school district was budgeting for replacing the roof on Franklin School and asked if there was a possibility of combining that project with the Township's 72 Eyland Avenue roof project. Mr. Rath said he would call the Board of Education and inquire about the possibility of bidding the projects together.

Deputy Mayor DeFillippo stated, for the record, that she feels that funding the Department of Public Works adequately is a quality of life issue for the municipality. She stated that she also wants to see concrete rational for increasing the staffing level, but that she believes the DPW deserves recognition and portrays the visual aspect and defines the quality of life of Roxbury Township.

Council members and Mr. Rath decided that the next Budget Meeting would include the attendance of a Police Department representative after which time the budget would be reviewed department by department.

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

None

**PUBLIC PORTION – *previously addressed***

**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**

February 10, 2012

**#2 Resolution adopted by the Town of Morristown, "RESOLUTION IN MEMORY OF ALEX DECROCE AND TO SUPPORT THE 'ALEX DECROCE CRIME VICTIM'S BILL OF RIGHTS'"**

Deputy Mayor DeFillippo made a motion to include on the next Regular Meeting agenda a resolution in memory of Alex DeCroce supporting the 'Alex DeCroce Crime Victim's Bill of Rights'. Councilman Rilee seconded the motion.

Voice Vote: All in Favor – Yes

Motion carried unanimously.

**PUBLIC PORTION** – *none*

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

At 9:00PM, Deputy Mayor DeFillippo made a motion to adjourn the meeting.  
Councilman Behrens seconded the motion.

Voice Vote: All in Favor – Yes

Motion carried unanimously, 5 to 0.

Submitted By:

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Amy E. Rhead  
Township Clerk

**MINUTES APPROVED BY COUNCIL**

**DATE:** July 24, 2012

**ROLL CALL:** Councilman Behrens – Yes  
Councilman Crowley – Yes  
Councilman Rilee – Yes  
Councilman Schmidt – Yes  
Councilman Zoschak – Abstain  
Mayor Hall – Yes