

February 16, 2016

A Budget Meeting was held by the Township Council of the Township of Roxbury on February 16, 2016 at 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 21, 2015, 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
Deputy Mayor Mark Crowley
Councilman Robert DeFillippo
Councilman Fred Hall
Councilman Dan Kline
Mayor Jim Rilee

Absent: Councilman Richard Zoschak

Also Present: Christopher Raths, Township Manager
Amy Rhead, Township Clerk

Public: three (3) people were in attendance

Staff: Lisa Spring, CFO/Treasurer (9:00 p.m. departure)
Valarie Wyble, Purchasing Agent (9:00 p.m. departure)
Richard Blood, Public Works Director (8:45 p.m. departure)

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

A. Public Works

General discussion occurred between Mr. Blood, members of the Council and Mr. Raths regarding the requested budget amount for Streets & Roads, which included topics such as the following:

Streets & Roads

The following items regarding the Streets & Roads requests were discussed:

- DPW "To-Do List"
- Salary & Wages – Council asked Mr. Raths to provide a summary of salary increases given in 2015 from the Salary Reserve line item. Mr. Raths will provide. He also reminded Council of savings that occur when positions are vacated due to retirements and replaced with employees at lower-salaries.
- Paving – Mr. Raths explained that he is holding off on the recommendation until the remainder of the budget is discussed; it is anticipated that Main Street will be included once the recommendation is presented.
- Traffic Control/Signage – Councilman Kline asked if additional signs can be installed at certain intersections to discourage speeding in an effort to prevent accidents. Mr. Raths said that more signs do not always equate to a significant deterrent. He also informed Council that the annual accident report will be included in the next Council Communications packet for review. Mayor Rilee explained that the police evaluate traffic issues and recommend preventative measures when appropriate.
- Asphalt – Councilman Hall asked if the increase in the request for asphalt is attributable to potholes.
- Drainage and Stormwater Maintenance/Repairs – Councilman DeFillippo asked for additional information about stormwater drains and catch basin

repairs. Mr. Blood will conduct an inventory of the number of barrels and age of grates.

Snow & Ice Removal

Mr. Raths said the Snow & Ice Removal account is basically level. Ms. Spring advised the Council of the rules that require the use of operating funds prior to any balance that may exist in the Snow Trust Fund.

Public Works

Mr. Raths stated that the recommendation reflects a \$2,500 (or .95%) increase from the previous year. General discussion occurred regarding the following topics:

- Car washing and detailing of vehicles
- CDL Exams – Mr. Blood explained that this line item covers the cost of employee physicals; part time employees do not get reimbursed.
- Recycling Compost and Compost Disposal – Mr. Blood clarified the line item would be better described as “Brush Disposal”. Council directed Ms. Spring to reduce the line item by \$5,000.
- Radio Equipment Maintenance – Mr. Blood clarified that the DPW uses the township communication system, not the county dispatch.
- Accident Reimbursement – the line item reflects \$1,000 deductible on each insurance claim for vehicle damages and other reimbursements as well as down payments for any totaled vehicles.

Sanitation & Recycling

The Sanitation & Recycling line item is contractual. No discussion occurred.

Buildings & Grounds

Discussion occurred regarding the future plans for the supervisory position that is currently split between Building & Grounds and Parks.

Equipment & Repair

Mayor Rilee recommended taking the historical totals into consideration as opposed to a single year since the annual amount needed is difficult to project. Members of the Council asked Mr. Raths to schedule a presentation to be scheduled regarding the status of the fleet of Water Utility and Sewer Utility vehicles, including an overview of costs associated with maintenance and repairs. General discussion occurred regarding the costs associated with the Fire Truck/Equipment repair line item. Mr. Raths pointed out that maintenance and repair costs are expensive, but proportional to the vehicles that are worth in excess of one million dollars.

Lake Musconetcong Regional Planning Board

Mr. Raths advised Council that a request for grant match may be forthcoming from LMRPB. Ms. Spring stated that the additional \$1,200 expenditure in 2015 was for herbicide treatment at Port Morris Park.

Administrative & Executive

Mr. Raths said the decrease in 2015 education line item was because he did not attend the ICMA annual conference; however, he advised Council that he will be attending the 2016 conference in Kansas City. Mayor Rilee asked Mr. Raths to provide an update on the status of his employment contract/agreement.

Central Stores

General discussion occurred regarding attendance at NJLM’s Annual Convention in Atlantic City. Mayor Rilee explained that the Township has had a long-standing practice of covering the cost of only one evening stay for attendees.

Township Council

Mayor Rilee pointed out that Council salaries have remained flat for several years and will continue at the same rate for 2016. Mayor Rilee noted that although the ordinance allows a higher salary for the position of mayor, he will continue the standard practice accepted by each mayor for the past several years to receive a salary equal to that of other members of the Council. Discussion occurred regarding the

anticipated cost of the volunteer recognition program Councilmen Crowley and DeFillippo have been working on. Councilman Kline requested information regarding the cost of health care benefits for members of the Council. Mr. Rath said he will provide the data to Mr. Kline.

Elections

No discussion.

Township Clerk

Discussion occurred regarding the cost associated with transitioning to a paperless office. The expense and challenge of dealing with the onslaught of OPRA requests was also discussed.

Park Maintenance

Council requested clarification on the number of staff. Mr. Blood explained that the level is consistently at seven, but will be increased by one in June of this year. The Council did not support additional staffing for Building & Grounds. Mr. Blood explained the reason for the increase to the turf grass budget is to expand the current fertilization process to include weed and clover maintenance. Additional topics of discussion included the Tree Committee, maintenance of donated Memory Lane benches and trees at Horseshoe Lake, and other recreation projects. Councilman Hall suggested implementing a policy requiring future donations to be maintenance free and made of composite material, such as Trex. Councilman Kline suggested implementing a policy regulating tree root depth and planting deep rooted trees. He also asked that preference be given to planting shade trees.

**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 shared his thoughts regarding the effect on consumer payments as it relates to JCP&L and the bid for next year's generation of electricity. Mr. Kluska asked for the Township budget figures to be verified for the following items: cost for the NJLM convention reservations, uniform prices reflected in sections 26-249 & 26-300 and tire purchase prices reflected in sections 26-315 and 26-278. Mr. Rath replied and provided the requested information.

Seeing no further comments, Mayor Rilee 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

February 12, 2016

INVITATIONS/EVENTS, March 5, 2016

Mayor Rilee announced that Councilman Hall (a.k.a. Cat in the Hat) will participate in the Read Across America event again this year.

PUBLIC PORTION (3 Minutes/1 Appearance per Individual)

None

EXECUTIVE SESSION

None

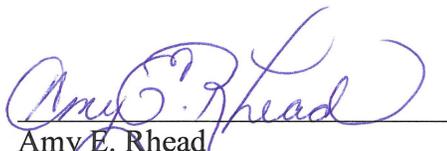
ADJOURNMENT

At 9:15PM, Councilman Hall made a motion to adjourn the meeting. Councilman Behrens seconded the motion.

Voice Vote: All in Favor – Yes

Motion carried unanimously, 6 to 0.

Submitted by:



Amy E. Rhead
Township Clerk

MINUTES APPROVED BY COUNCIL:

DATE: May 24, 2016

ROLL CALL:

Councilman Behrens	-	Yes
Deputy Mayor Crowley	-	Yes
Councilman DeFillippo	-	Yes
Councilman Kline	-	Yes
Councilman Zoschak	-	Abstain
Mayor Rilee	-	Yes