

**January 16, 2018**

A Budget Meeting was held by the Township Council of the Township of Roxbury on January 16, 2018 at the Municipal Building located at 1715 Route 46 in Ledgewood, New Jersey at 7:30PM.

**PLEDGE OF ALLEGIANCE**

Mayor Crowley 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, 2017, 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 Fred Hall, Councilman Dan Kline, Councilman Jim Rilee, Councilman Richard Zoschak, Mayor Mark Crowley; **Absent:** Deputy Mayor Robert DeFillippo

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

**Staff:** Lisa Spring, CFO; Olena Oxenbridge, Assistant to the CFO; Valarie Wyble, Purchasing Agent; Richard Blood, Public Works Director; Michael Kobylarz, Township Engineer; Rob Kunken, IT Director; Radwa Ali, Library Director; Marc Palanchi, Chief of Police

**Public:** three (3) members of the public were in attendance

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

**A. Proposed 2018 Capital Improvement Plan -** Mr. Shepherd expressed appreciation to staff for their assistance with preparing the budget. He reviewed details of the proposed 2018-2023 Capital Improvement Plan (CIP) and explained that even though the Township will be retiring significant debt in 2019, there is no evidence of having either substantial savings in the 2018 operating budget or significant anticipated revenue growth; therefore, the scope of some 2018 projects has been reduced and other projects delayed until future years. Mr. Shepherd assured Council that, even with the reductions, the proposed CIP will meet the needs of the Township. He also noted that it is anticipated that a significant portion of the 2019 debt service savings will be utilized to fund capital projects in the out years.

Discussion occurred with regard to the following capital projects for the Township's departments in 2018:

**Information Technology Department**

Mr. Kuncken spoke about the computer replacement request. He also advised that the request does not have any software upgrades scheduled for 2018.

**Police Department**

Chief Palanchi was in attendance to answer questions with regard to funding requests for alcohol test equipment and a fingerprint machine.

**Fire/EMS Department**

Mr. Shepherd spoke about the need to replace the SCBA bottles for all fire companies due to their expiration. He thanked the Fire Department Chiefs for suggesting refilling and certifying refurbished tanks instead of buying new ones, resulting in a significant savings.

**Engineering Department, Sewer Department, Water Department**

Mr. Kobylarz was in attendance to answer questions with regard to funding requests for the following:

- Storm Water Management Compliance
- Ledgewood Pond Dam

- Main Street Streetscape (design)
- Plotter
- Mountain Road Stream Stabilization
- Grinder Pump Replacement
- Utility Van (replacement)
- Mt. Arlington Blvd. Water Line Replacement
- Well #4 Underground Tank Removal

**Library**

Ms. Ali was in attendance. The following Library funding requests were reviewed:

- Carpet Replacement *(to be offset by Library Trust Fund monies)*
- Asbestos Removal
- Renovate Bathrooms *(to be offset by CDBG grant funding)*

**Historic Trust**

- \$15,000 from Open Space funds included as a match for any grant funds secured for historic-related projects.

**Public Works Department: Road Division, Fleet & Equipment Maintenance, Buildings and Grounds Division, Parks Division**

Mr. Blood was in attendance. The following funding requests were reviewed by Council members:

- Road Resurfacing
- Sidewalk Maintenance
- Catch Basin Maintenance
- Dump Truck (replacement)
- Roadside Boom Mower/Loader Combination
- Backhoe (replacement)
- Mobile Lift
- Nutrition Center Roof Replacement - discussion occurred with regard to the importance of making a decision about using the building.
- Infield Groomer (replacement)
- Horseshoe Lake Improvements (to be funded by user fees and trust fund monies)
- Zero-Turn Mower (replacement)
- Swim Dock Replacement (design)
- Riggs Property Parking Lot

**Fire Prevention Department**

- No CIP Projects

**Construction Department**

- No CIP projects

**Health Department**

- No CIP projects

**Senior Citizen Transportation Division (Recreation Department)**

- No CIP projects

Mr. Shepherd's memo that was included with the budget documents and agenda covered topics that included:

- Inclusion of \$29,700 in the CIP for minor capital projects in various departments;
- Upcoming retiring debt payments
- Increased allocations for road resurfacing
- Establishment of a long-term, sustainable cycle for future road improvements

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

None

**PUBLIC PORTION**

**Robert Kluska** – Mr. Kluska spoke about the importance of making a decision about the old Lafayette School Building on Mill Road. Additional discussion occurred with regard to the capital funding request from the Recreation Department, Recreation Trust Fund monies, CDBG funding, asbestos removal, sidewalk repairs, need to increase research and exploration of possible grant funding opportunities, catch basins, computer replacement rotation plan, and Fire Department SCBA bottle replacement plan to be on a rotating, staggered basis.

**Seeing no further public comments, Mayor Crowley 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**

No public comments.

**EXECUTIVE SESSION**

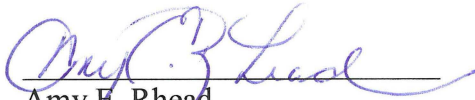
None

**ADJOURNMENT**

At 9:15PM, Councilman Rilee 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  
Township Clerk

**MINUTES APPROVED BY COUNCIL:**

**DATE:** May 8, 2018

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