

**February 6, 2018**

A Budget Meeting was held by the Township Council of the Township of Roxbury on February 6, 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, Deputy Mayor Robert DeFillippo, Councilman Fred Hall, Councilman Dan Kline, Councilman Jim Rilee, Councilman Richard Zoschak, Mayor Mark Crowley; **Absent:** None

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

**Staff:** Lisa Spring, CFO; Olena Oxenbridge (Kugnat) Assistant to the CFO; Valarie Wyble, Purchasing Agent; Radwa Ali, Library Director

**Public:** two (2) members of the public

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

**A. 2018 Operating Budget**

Mr. Shepherd gave an overview of his budget summary:

- No anticipated increase or decrease in revenue
- Two department requests for additional support staff (DPW and Fire Prevention)
- No increase in health benefits costs
- Increase in mandatory pension costs

With the goal of maintaining minimal tax increase, Mr. Shepherd noted the following capital improvement plan changes have been incorporated into the proposed budget:

- Removed - roadside mower from DPW budget
- Postponed - Nutrition Center roof improvements
- Amended - accounting of grant monies

Mr. Shepherd explained that the end result is a budget proposal that would increase property taxes by .8%, which is equivalent to less than 1% of the expenditures. He advised, however, that there is a possibility the fund balance may need to be increased by \$100K.

Discussion items regarding revenue included the following:

- Council Members questioned the increase in the Township's mandatory pension contribution that was believed to be fully-funded each year. Mrs. Spring explained that the Township is required to cover the employee contribution portion for staff upon retirement. As a result, the municipal obligation increases when more people retire. Mr. Shepherd will report back to Council after gathering additional information.
- General discussion occurred with regard to the net result of the additional court sessions that were authorized in 2017.

**Mayor Crowley amended the order of the agenda to begin reviewing individual budgetary accounts.**

Discussion items regarding expenditures included the following:

### **Administrative & Executive**

- Business Expenses – 2017 expenditures attributable to new manager’s moving expenses; no need to budget monies for subsequent years.

### **Central Stores**

- No change from the amount approved in the 2017 adopted budget.

### **Council**

- The mayor has historically accepted the compensation allocated for council members, as opposed to the higher salary permitted for holding the position. The salary has remained unchanged for many years.

### **Elections**

- Costs associated with police presence at schools that are used as polling locations are included in the police budget, not the election budget.
- The budget proposal does not include extra expenses that would be incurred if voting locations are changed, which could include costs associated with notifying affected residents of voting location changes, changing sample ballots, registration cards, etc. Council members were reminded polling location changes are subject to approval of the County Board of Elections.

### **Clerk**

- General discussion occurred with regard to level of staffing, salary protocol, and taking the municipal clerk into consideration when annual salary recommendations are given for all other non-union staff.
- Records Retention – allocation not expected to be an annual, reoccurring expense, but there will be a capital budget request within the next few years for the purchase of a quality scanner system that will allow the Township to become certified by the state for imaging and that will significantly reduce or eliminate paper documents. Mrs. Rhead noted that the efforts to purge older records are ongoing. She also informed Council members that minute books going back to 1946 have been scanned. The budget request includes an extra \$5K for part-time help with catching up with minutes, filing, etc.

### **Finance**

- Discussion occurred with regard to the way the non-union salary numbers are depicted on the budget sheets.

### **Audit**

- The budget request incorporates a contractual increase of 2%.

### **Data processing**

- Council members requested more details regarding the project listed on the “To-Do List” as “upgrade Town Hall lobby digital sign”.
- Council members emphasized the importance of having wi-fi availability at the Horseshoe Lake Recreation Complex, but asked for a legal opinion to be obtained regarding potential liability of providing public wi-fi access.
- Council members discussed the benefits of contracting with Quikteks LLC.
- Discussion occurred about painting the projector area wall in council chambers.

### **Tax Collector**

- Folding machine lease – cost analysis resulted in a determination that it is more cost effective to lease than to purchase.

### **Tax Assessor**

- Council members questioned the additional \$10K for part-time office help. Mrs. Spring explained part-time help will be needed for assistance with work associated with the revaluation process and confirmed the allocation will not be necessary after the reval.

### **Legal**

- Mrs. Spring explained that the timing of NJDEP reimbursements creates a challenge.

- Council members had questions regarding police-related litigation expenses.

#### **Engineering**

- Discussion occurred with regard to the \$15K part-time Engineering Inspector salary.
- The increased amount requested in the Contracted Services line item was attributed to GPS data collection / stormwater permit and Succasunna Brook scoping costs.

#### **Historic Advisory Committee**

No questions, discussion or comments.

#### **Planning**

No questions, discussion or comments.

#### **Health Care**

- Mr. Shepherd advised Council that health care premiums will remain the same as they were for 2017.

#### **Open Space**

- Mr. Shepherd provided baseline information on Open Space and noted the tax amount will remain the same as it is currently unless Council has would like to amend/increase.

#### **Economic Development Committee**

No questions, discussion or comments.

#### **Zoning Board**

No questions, discussion or comments.

#### **Uniform Construction Code - Building Department (State UCC)**

No questions, discussion or comments.

#### **Other Insurance**

- The smaller request as compared to previous years was attributable to receiving better rates after going out for proposals. Mr. Shepherd commended Valarie Wyble for her efforts that resulted in significant savings in this line item.

#### **Group Insurance**

No questions, discussion or comments.

#### **Disability Insurance**

- Long-Term Disability on Pension PERS payment 2018 – Mrs. Spring will get a better explanation about the dollar amount and report back to Council.

#### **SUI Unemployment Insurance (Statutory Expense)**

- Discussion occurred with regard to the possibility of eliminating the \$25K allocation since the SUI Trust currently has a surplus. Council asked Mrs. Spring to find out what the recommended minimum is before adjusting.

**Mayor Crowley closed the review of budget for this meeting. It was noted that the Chief of Police and Public Works Director are scheduled to attend the next Budget Meeting.**

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

#### **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 about Mr. Shepherd's summary. Mr. Shepherd clarified the wording. General discussion ensued with regard to the use of fund balance.

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** (3 Minutes /1 Appearance per Individual)

There were no comments from the public at this time.

**Mayor Crowley amended the order of the agenda to allow for the following:**

Councilman Hall reported that Richard Vetter tendered his resignation at the recent meeting of the Environmental Commission. He recommended filling the vacancy with Anne Gale. Council Members supported the recommendation.

**APPOINTMENT – Environmental Commission**

Mayor Crowley appointed Anne Gale as a member to the Environmental Commission to fill the unexpired term through December 31, 2019.

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

**EXECUTIVE SESSION**

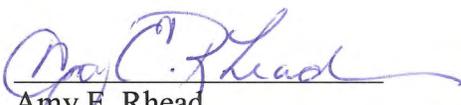
None

**ADJOURNMENT**

At 9:05PM, Councilman Rilee made a motion to adjourn the meeting. Councilman Zoschak seconded the motion.

Voice Vote: All in Favor – Yes; Motion carried unanimously, 7 to 0.

Submitted by:

  
Amy E. Rhead  
Township Clerk

**MINUTES APPROVED BY COUNCIL:**

**DATE:** July 24, 2018

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