



Township of Roxbury

1715 Route 46
Ledgewood, NJ 07852
www.roxburynj.us

[Information](#)
973-448-2000

[Building & Construction](#)
973-448-2009

[Court](#)
973-448-2034

[Engineer](#)
973-448-2018

[Finance](#)
973-448-2006

[Fire Official](#)
973-448-2012

[Health](#)
973-448-2028

[Manager](#)
973-448-2002

[Mayor and Council](#)
973-448-2001

[Police](#)
973-448-2100

[Planning and Zoning](#)
973-448-2008

[Public Works](#)
973-448-2069

[Recreation](#)
973-448-2015

[Tax Assessor](#)
973-448-2021

[Tax Collector and Utilities](#)
973-448-2023

[Technology](#)
973-448-2099

[Township Clerk](#)
973-448-2001

[Sewer Plant](#)
973-584-5360

[Water Plant](#)
973-398-2818

AGENDA REORGANIZATION MEETING ROXBURY TOWNSHIP COUNCIL JANUARY 2, 2024 7:00 PM

TOWNSHIP CLERK PRESIDES OVER MEETING

1. PLEDGE OF ALLEGIANCE

2. 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, 2023, notice was emailed and 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.

3. STATEMENT OF DETERMINATION AND OATH OF OFFICE NEWLY ELECTED COUNCIL MEMBERS (01/01/24-12/31/27)

1

- A. Ward 1 Councilmember – Shawn Potillo
- B. Ward 2 Councilmember – Jacqueline Albrecht
- C. Ward 3 Councilmember – Fred Hall
- D. Ward 4 Councilmember – Thomas Carey

4. ROLL CALL

5. ELECTION OF TOWNSHIP OFFICIALS

- A. Nomination and Election of Mayor

NEWLY ELECTED MAYOR PRESIDES OVER MEETING

- B. Nomination and Election of Deputy Mayor

6. OATH OF OFFICE - 2024 FIRE CHIEFS

- | | | |
|--------------------------|--------|---------------------|
| A. Fire Department Chief | CY2024 | Christopher Skomial |
| B. 1st Assistant Chief | CY2024 | Stephen Spotts |
| C. 2nd Assistant Chief | CY2024 | Thomas Bilancia |
| D. 3rd Assistant Chief | CY2024 | Jonathan Romeo |

7. **INCORPORATING RESOLUTION #1 of 2**

2024-001 **2**

A RESOLUTION INCORPORATING BY REFERENCE HEREIN AND APPROVING THE FOLLOWING NUMBERED RESOLUTIONS LISTED ON THE REORGANIZATION MEETING AGENDA FOR THIS DATE:

2024-002, 2024-003, 2024-004, 2024-005, 2024-006,
2024-007, 2024-008, 2024-009, 2024-010, 2024-011

2024-002 **3**

A RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF ROXBURY IN THE COUNTY OF MORRIS AND STATE OF NEW JERSEY AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES FOR THE TOWNSHIP ATTORNEY

2024-003 **4**

A RESOLUTION OF THE TOWNSHIP COUNCIL OF TOWNSHIP OF ROXBURY IN THE COUNTY OF MORRIS AND STATE OF NEW JERSEY AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES FOR THE TOWNSHIP PROSECUTOR

2024-004 **5**

A RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF ROXBURY IN THE COUNTY OF MORRIS AND STATE OF NEW JERSEY AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES FOR THE TOWNSHIP PUBLIC DEFENDER

2024-005 **6**

A RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF ROXBURY IN THE COUNTY OF MORRIS AND STATE OF NEW JERSEY AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES FOR THE TOWNSHIP AUDITOR

2024-006 **7**

A RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF ROXBURY IN THE COUNTY OF MORRIS AND STATE OF NEW JERSEY AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES FOR THE TOWNSHIP BOND COUNSEL

2024-007 **8**

A RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF ROXBURY IN THE COUNTY OF MORRIS AND STATE OF NEW JERSEY AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES CONTRACT FOR THE TOWNSHIP LABOR COUNSEL

2024-008 **9**
A RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF ROXBURY IN THE COUNTY OF MORRIS AND STATE OF NEW JERSEY AUTHORIZING THE AWARD OF A PROFESSIONAL SERVICES CONTRACT FOR SPECIAL TAX COUNSEL

2024-009 **10**
A RESOLUTION APPOINTING CATHERINE WRIGHT AS THE LOCAL REGISTRAR OF VITAL STATISTICS FOR THE TOWNSHIP OF ROXBURY

2024-010 **11**
A RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF ROXBURY IN THE COUNTY OF MORRIS AND STATE OF NEW JERSEY APPOINTING A PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.) FOR 2024

2024-011 **12**
A RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF ROXBURY IN THE COUNTY OF MORRIS AND STATE OF NEW JERSEY AUTHORIZING THE APPOINTMENT OF AN OFFICIAL TOWNSHIP HOST/HOESST

8. MAYORAL APPOINTMENTS **13**

A. Environmental Commission

- Council Liaison 1YR 1/1/24-12/31/24
- Member 3YR 1/1/24-12/31/26
- Member 3YR 1/1/24-12/31/26

B. Library Board of Trustees

- Member *(Mayor or designee)* 1YR 1/1/24-12/31/24
 - Alt. Member *(Mayor or designee alt.)* 1YR 1/1/24-12/31/24
- Member *(School Superintendent or designee)* 1YR 1/1/24-12/31/24
- Member 5YR unexp-12/31/26
- Member 5YR 1/1/24-12/31/28

C. Morris County Community Development Revenue Sharing Committee

- Representative *(Mayoral Appt.)* 1YR 1/1/24-12/31/24
- Alt. Representative *(Mayoral Appt.)* 1YR 1/1/24-12/31/24

D. Planning Board

- Member - Class 1 *(Mayor or designee)* 1YR 1/1/24-12/31/24
- Member - Class 2 *(Township Official)* 1YR 1/1/24-12/31/24

9. COUNCIL APPOINTMENTS

| | | |
|---|-----|-----------------|
| A. Board of Education Liaison | | |
| • Council Liaison | 1YR | 1/1/24-12/31/24 |
| B. COAH Committee | | |
| • Council Member | 1YR | 1/1/24-12/31/24 |
| • Council Member | 1YR | 1/1/24-12/31/24 |
| • Council Member | 1YR | 1/1/24-12/31/24 |
| • Alternate Council Member | 1YR | 1/1/24-12/31/24 |
| C. Economic Development Committee | | |
| • Council Liaison | 1YR | 1/1/24-12/31/24 |
| • Council Liaison | 1YR | 1/1/24-12/31/24 |
| • Alternate Council Liaison | 1YR | 1/1/24-12/31/24 |
| • Member | 3YR | unexp-12/31/25 |
| • Member | 3YR | 1/1/24-12/31/26 |
| • Member | 3YR | 1/1/24-12/31/26 |
| D. Fire Department Liaison | | |
| • Council Liaison | 1YR | 1/1/24-12/31/24 |
| • Alternate Council Liaison | 1YR | 1/1/24-12/31/24 |
| E. Historic Advisory Committee | | |
| • Council Liaison | 1YR | 1/1/24-12/31/24 |
| • Member | 4YR | 1/1/24-12/31/27 |
| • Member | 4YR | 1/1/24-12/31/27 |
| • Member | 4YR | unexp -12/31/25 |
| F. Lake Hopatcong Commission | | |
| • Commissioner | 2YR | 1/1/24-12/31/25 |
| • Alternate Commissioner | 2YR | 1/1/24-12/31/25 |
| G. Lake Hopatcong Water Level Mgmt. Plan Citizens Advisory Committee | | |
| • Representative from Roxbury | 1YR | 1/1/24-12/31/24 |
| • Alt. Representative from Roxbury | 1YR | 1/1/24-12/31/24 |
| H. Memorial Day Parade Committee | | |
| • Chairperson | 1YR | 1/1/24-12/31/24 |
| I. Morris County Community Development Revenue Sharing Committee | | |
| • Representative <i>(Council Appt.)</i> | 1YR | 1/1/24-12/31/24 |
| J. Morris County Freight Rail Advisory Committee | | |
| • Council Representative | 1YR | 1/1/24-12/31/24 |
| • Alternate Council Representative | 1YR | 1/1/24-12/31/24 |
| K. Musconetcong Sewerage Authority | | |
| • Member | 5YR | 2/1/24-01/31/29 |
| L. Open Space Acquisition Advisory Committee | | |
| • Council Liaison | 1YR | 1/1/24-12/31/24 |
| • Member | 3YR | 1/1/24-12/31/26 |
| • Member | 3YR | unexp -12/31/25 |
| • Member | 3YR | 1/1/24-12/31/26 |
| M. Planning Board | | |
| • Member - Class 3 <i>(Council Member)</i> | 1YR | 1/1/24-12/31/24 |
| • Member - Class 4 | 4YR | 1/1/24-12/31/27 |
| • Alternate No. 2 | 2YR | 1/1/24-12/31/25 |

N. Recreation Advisory Committee

- Council Liaison 1YR 1/1/24-12/31/24
- Member 3YR 1/1/24-12/31/26
- Member 3YR 1/1/24-12/31/26
- Member 3YR 1/1/24-12/31/26
- Member 3YR 1/1/24-12/31/26
- Alternate No. 2 3YR 1/1/24-12/31/26

O. Technology Committee

- Council Member 1YR 1/1/24-12/31/24
- Council Member 1YR 1/1/24-12/31/24
- Council Member 1YR 1/1/24-12/31/24

P. Traffic Committee

- Council Liaison 1YR 1/1/24-12/31/24
- Council Liaison 1YR 1/1/24-12/31/24
- Council Liaison 1YR 1/1/24-12/31/24

Q. Trails Committee

- Council Member 1YR 1/1/24-12/31/24
- Council Member 1YR 1/1/24-12/31/24
- Council Member 1YR 1/1/24-12/31/24
- Member of Environmental Comm. 1YR 1/1/24-12/31/24
- Member of Open Space Committee 1YR 1/1/24-12/31/24
- Member of Recreation Committee 1YR 1/1/24-12/31/24
- Member of Recreation Committee 1YR 1/1/24-12/31/24
- Resident At-Large 1YR 1/1/24-12/31/24
- Resident At-Large 1YR 1/1/24-12/31/24

R. Water/Sewer Committee

- Council Liaison 1YR 1/1/24-12/31/24
- Council Liaison 1YR 1/1/24-12/31/24
- Council Liaison 1YR 1/1/24-12/31/24

S. Zoning Board of Adjustment

- Member 4YR 1/1/24-12/31/27
- Member 4YR 1/1/24-12/31/27
- Alternate No. 1 2YR unexp -12/31/24

10. INCORPORATING RESOLUTION #2 of 2

2024-012

16

A RESOLUTION INCORPORATING BY REFERENCE HEREIN AND APPROVING THE FOLLOWING NUMBERED RESOLUTIONS LISTED ON THE REORGANIZATION MEETING AGENDA FOR THIS DATE:

2024-013, 2024-014, 2024-015, 2024-016,
 2024-017, 2024-018, 2024-019, 2024-020

2024-013

17

A RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF ROXBURY IN THE COUNTY OF MORRIS AND STATE OF NEW JERSEY DESIGNATING THE OFFICIAL NEWSPAPER FOR THE CALENDAR YEAR 2024

- 2024-014** **18**
A RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF ROXBURY IN THE COUNTY OF MORRIS AND STATE OF NEW JERSEY DESIGNATING THE NEWSPAPERS TO RECEIVE NOTICES OF COUNCIL MEETINGS AND FIXING A CHARGE TO PERSONS REQUESTING INDIVIDUAL NOTICE FOR THE CALENDAR YEAR 2024
- 2024-015** **19**
A RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF ROXBURY IN THE COUNTY OF MORRIS AND STATE OF NEW JERSEY AFFIRMING SURETY COVERAGE FOR ALL TOWNSHIP OFFICIALS
- 2024-016** **20**
A RESOLUTION AUTHORIZING THE RATE OF INTEREST, GRACE PERIOD AND YEAR-END PENALTY FOR DELINQUENT ACCOUNTS
- 2024-017** **21**
A RESOLUTION AUTHORIZING THE TAX & UTILITY COLLECTOR TO PROCESS THE CANCELLATION OF ANY PROPERTY TAX, SEWER OR WATER UTILITY REFUND OR DELINQUENCY OWED FOR 2023 THAT IS LESS THAN \$10.00
- 2024-018** **22**
A RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF ROXBURY IN THE COUNTY OF MORRIS AND STATE OF NEW JERSEY AUTHORIZING THE MUNICIPAL ASSESSOR AND MUNICIPAL ATTORNEY TO ANSWER, DEFEND, INITIATE AND SETTLE CERTAIN LOCAL PROPERTY TAX APPEALS BEFORE THE MORRIS COUNTY BOARD OF TAXATION AND THE TAX COURT OF THE STATE OF NEW JERSEY FOR THE 2024 TAX YEAR
- 2024-019** **23**
A RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF ROXBURY IN THE COUNTY OF MORRIS AND STATE OF NEW JERSEY DESIGNATING DEPOSITORIES OF MUNICIPAL FUNDS
- 2024-020** **24**
A RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF ROXBURY IN THE COUNTY OF MORRIS AND STATE OF NEW JERSEY ESTABLISHING TEMPORARY BUDGETS FOR THE TOWNSHIP OF ROXBURY FOR THE FIRST THREE MONTHS OF 2024

11. PUBLIC PORTION

12. ADJOURNMENT


Amy E. Rhead, RMC
Township Clerk