



# Township of Roxbury

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

## REMOTE ACCESS:

Date: January 5, 2021  
Time: 7:00PM\*  
Phone No.: 1(929) 205-6099  
Alternate No.: 1(312) 626-6799  
Alternate No.: 1(669) 900-6833  
Alternate No.: 1(253) 215-8782  
Meeting ID: 856 6136 4974#  
Participant ID: #  
Password: 269725#

*\*NOTE: For the purpose of establishing a virtual connection, dial-ins will be accepted starting at 6:50 p.m.*

[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](#)  
973-448-2022

[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 5, 2021 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, 2020, notice was published in the Daily Record. Notice was faxed to the Daily Record, Newark Star Ledger and The Roxbury Register on December 31, 2020. Notice shall also remain posted throughout the year on the bulletin board in the main hallway of the Municipal Building.

Due to the ongoing public health emergency as declared by the Governor, the location of this reorganization meeting of the Township Council has been changed to be held remotely via telephonic audio conferencing and recorded utilizing the Zoom Pro platform. Adequate advance notice of this change, as well as instructions for accessing the agenda and relevant documents, and making public comment was provided as follows: On December 31, 2020 notice was emailed and faxed to the Daily Record, the Newark Star Ledger, the Roxbury Register; emailed to TAPinto Roxbury; posted on the bulletin board in the main hallway of the Municipal Building and on the exterior door of Town Hall; and electronic notice was posted on www.roxburynj.us.

#### 3. ROLL CALL

#### 4. ELECTION OF TOWNSHIP OFFICIALS

A. Nomination and Election of Mayor

### NEWLY ELECTED MAYOR PRESIDES OVER MEETING

B. Nomination and Election of Deputy Mayor

#### 5. 2021 FIRE CHIEFS

The following 2021 Department Chiefs were sworn in earlier by the Municipal Clerk:

- A. Fire Department Chief CY2021 Robert Hackett
- B. 1st Assistant Chief CY2021 Michael McColligan
- C. 2nd Assistant Chief CY2021 Gerard Filipow
- D. 3rd Assistant Chief CY2021 TBD

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

- 2021-001** **1**  
A RESOLUTION INCORPORATING BY REFERENCE HEREIN AND APPROVING THE FOLLOWING NUMBERED RESOLUTIONS LISTED ON THE REORGANIZATION MEETING AGENDA FOR THIS DATE:  
2021-002, 2021-003, 2021-004, 2021-005, 2021-006,  
2021-007, 2021-008, 2021-009, 2021-010
- 2021-002** **2**  
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
- 2021-003** **3**  
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
- 2021-004** **4**  
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
- 2021-005** **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 AUDITOR
- 2021-006** **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 BOND COUNSEL
- 2021-007** **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 PROFESSIONAL SERVICES CONTRACT FOR SPECIAL TAX COUNSEL FOR THE TOWNSHIP
- 2021-008** **8**  
A RESOLUTION APPOINTING CINDY VAN SICKLES AS LOCAL REGISTRAR OF VITAL STATISTICS FOR THE TOWNSHIP
- 2021-009** **9**  
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 2021
- 2021-010** **10**  
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/HOUSTESS

**7. MAYORAL APPOINTMENTS**

**11**

**A. Environmental Commission**

- Council Liaison 1YR 1/1/21-12/31/21
- Member 3YR 1/1/21-12/31/23
- Member 3YR 1/1/21-12/31/23
- Member 3YR 1/1/21-12/31/23
- Member 3YR unexp.-12/31/22

**B. Lake Musconetcong Regional Planning Board**

- Member 4YR 1/1/21-12/31/24

**C. Library Board of Trustees**

- Member (*Mayor or designee*) 1YR 1/1/21-12/31/21
- Member (*School Superintendent or designee*) 1YR 1/1/21-12/31/21
- Member 5YR 1/1/21-12/31/25
- Member 5YR 1/1/21-12/31/25
- Member 5YR 1/1/21-12/31/25

**D. Morris County Community Development Revenue Sharing Committee**

- Representative (*Mayoral Appt.*) 1YR 1/1/21-12/31/21
- Alternate Rep. (*Mayoral Appt.*) 1YR 1/1/21-12/31/21

**E. Planning Board**

- Member - Class 1 (*Mayor or designee*) 1YR 1/1/21-12/31/21
- Member - Class 2 (*Township Official*) 1YR 1/1/21-12/31/21

**8. COUNCIL APPOINTMENTS**

**12**

**A. Board of Education Liaison**

- Council Liaison 1YR 1/1/21-12/31/21

**B. COAH Committee**

- Council Member #1 of 3 1YR 1/1/21-12/31/21
- Council Member #2 of 3 1YR 1/1/21-12/31/21
- Council Member #3 of 3 1YR 1/1/21-12/31/21

**C. Economic Development Committee**

- Council Liaison #1 of 2 1YR 1/1/21-12/31/21
- Council Liaison #2 of 2 1YR 1/1/21-12/31/21
- Alternate Council Liaison 1YR 1/1/21-12/31/21
- Member 3YR 1/1/21-12/31/23
- Member 3YR 1/1/21-12/31/23
- Member 3YR unexp.-12/31/21

**D. Fire Department Liaison**

- Council Liaison 1YR 1/1/21-12/31/21
- Alternate Council Liaison 1YR 1/1/21-12/31/21

**E. Historic Advisory Committee**

- Council Liaison 1YR 1/1/21-12/31/21
- Member 4YR 1/1/20-12/31/24
- Member 4YR 1/1/20-12/31/24
- Alternate No.2 4YR unexp.-12/31/23

**F. Lake Hopatcong Water Level Mgmt. Plan Citizens Advisory Committee**

- Representative from Roxbury 1YR 1/1/21-12/31/21
- Alt. Representative from Roxbury 1YR 1/1/21-12/31/21

**G. Memorial Day Parade Committee**

- Chairperson 1YR 1/1/21-12/31/21

**H. Morris County Community Development Revenue Sharing Committee**

- Representative (*Council Appt.*) 1YR 1/1/21-12/31/21

**COUNCIL APPOINTMENTS (continued)**

- I. Morris County Freight Rail Advisory Committee**
  - Council Representative 1YR 1/1/21-12/31/21
  - Alternate Council Representative 1YR 1/1/21-12/31/21
- J. Open Space Acquisition Advisory Committee**
  - Council Liaison 1YR 1/1/21-12/31/21
  - Member 3YR 1/1/21-12/31/23
  - Member 3YR 1/1/21-12/31/23
- K. Planning Board**
  - Member - Class 3 (*Council Member*) 1YR 1/1/21-12/31/21
  - Member - Class 4 4YR 1/1/21-12/31/24
  - Member - Class 4 4YR 1/1/21-12/31/24
- L. Recreation Advisory Committee**
  - Council Liaison 1YR 1/1/21-12/31/21
  - Member 3YR 1/1/21-12/31/23
  - Member 3YR 1/1/21-12/31/23
  - Member 3YR 1/1/21-12/31/23
  - Member 3YR 1/1/21-12/31/23
  - Alternate No. 1 3YR unexp.-12/31/21
  - Alternate No. 2 3YR 1/1/21-12/31/23
- M. Technology Committee**
  - Council Member #1 of 3 1YR 1/1/21-12/31/21
  - Council Member #2 of 3 1YR 1/1/21-12/31/21
  - Council Member #3 of 3 1YR 1/1/21-12/31/21
- N. Traffic Committee**
  - Council Liaison #1 of 3 1YR 1/1/21-12/31/21
  - Council Liaison #2 of 3 1YR 1/1/21-12/31/21
  - Council Liaison #3 of 3 1YR 1/1/21-12/31/21
- O. Trails Committee**
  - Council Member #1 of 3 1YR 1/1/21-12/31/21
  - Council Member #2 of 3 1YR 1/1/21-12/31/21
  - Council Member #3 of 3 1YR 1/1/21-12/31/21
  - Member of Environmental Comm. 1YR 1/1/21-12/31/21
  - Member of Open Space Committee 1YR 1/1/21-12/31/21
  - Member of Open Space Committee 1YR 1/1/21-12/31/21
  - Member of Recreation Committee 1YR 1/1/21-12/31/21
  - Resident At-Large #1 of 2 1YR 1/1/21-12/31/21
  - Resident At-Large #2 of 2 1YR 1/1/21-12/31/21
- P. Tree Committee**
  - Council Member #1 of 3 1YR 1/1/21-12/31/21
  - Council Member #2 of 3 1YR 1/1/21-12/31/21
  - Council Member #3 of 3 1YR 1/1/21-12/31/21
- Q. Water/Sewer Committee**
  - Council Liaison #1 of 3 1YR 1/1/21-12/31/21
  - Council Liaison #2 of 3 1YR 1/1/21-12/31/21
  - Council Liaison #3 of 3 1YR 1/1/21-12/31/21
- R. Zoning Board of Adjustment**
  - Member 4YR 1/1/21-12/31/24
  - Member 4YR 1/1/21-12/31/24
  - Alternate No. 1 2YR 1/1/21-12/31/22

**9. INCORPORATING RESOLUTION #2 of 2**

**2021-011 14**

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

2021-012, 2021-013, 2021-014, 2021-015,  
2021-016, 2021-017, 2021-018, 2021-019

**2021-012 15**

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 2021

**2021-013 16**

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

**2021-014 17**

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 2021

**2021-015 18**

A RESOLUTION AUTHORIZING THE RATE OF INTEREST, GRACE PERIOD AND YEAR-END PENALTY FOR DELINQUENT ACCOUNTS

**2021-016 19**

A RESOLUTION AUTHORIZING THE TAX & UTILITY COLLECTOR TO PROCESS THE CANCELLATION OF ANY PROPERTY TAX, SEWER OR WATER UTILITY REFUND OR DELINQUENCY OWED FOR 2020 THAT IS LESS THAN \$10.00

**2021-017 20**

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

**2021-018 21**

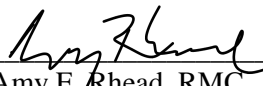
A RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF ROXBURY IN THE COUNTY OF MORRIS AND STATE OF NEW JERSEY ESTABLISHING TEMPORARY BUDGETS FOR THE TOWNSHIP OF ROXBURY FOR THE FIRST THREE MONTHS OF 2021

**2021-019 28**

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 2021 TAX YEAR

**10. PUBLIC PORTION**

**11. ADJOURNMENT**

  
\_\_\_\_\_  
Amy E. Rhead, RMC  
Township Clerk

**RESOLUTION NO. 2021-001**

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF ROXBURY IN THE COUNTY OF MORRIS AND STATE OF NEW JERSEY INCORPORATING BY REFERENCE HEREIN AND APPROVING THE FOLLOWING NUMBERED RESOLUTIONS LISTED ON THE ANNUAL REORGANIZATION COUNCIL MEETING AGENDA FOR THIS DATE:**

2021-002, 2021-003, 2021-004, 2021-005, 2021-006,  
2021-007, 2021-008, 2021-009, 2021-010

**BE IT RESOLVED** by the Township Council of the Township of Roxbury in the County of Morris and State of New Jersey that the above numbered resolutions listed on the Reorganization Meeting Agenda of the Township Council of the Township of Roxbury for this date are incorporated by reference herein as if fully set forth at length and are hereby approved as to each resolution.

**ADOPTED:** January 5, 2021

Attest:

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Amy E. Rhead, RMC  
Township Clerk

**RESOLUTION NO. 2021-002**

**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 ATTORNEY**

**WHEREAS**, the Township of Roxbury has a need to obtain the services of a Township Attorney and has determined to award this contract as a professional service without obtaining competitive bids or quotations pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Township has determined and certified in writing that the value of the service will exceed \$17,500.00; and

**WHEREAS**, the anticipated term of this contract is one year; and

**WHEREAS**, Anthony M. Bucco, Esq. of the firm Murphy McKeon, P.C., has submitted a proposal indicating that he will provide the legal services of Township Attorney at an hourly rate of \$150.00 per hour for services rendered; and

**WHEREAS**, Anthony M. Bucco, Esq. has completed and submitted a Business Entity Disclosure Certification which certifies that he has not made any reportable contributions to a political or candidate committee in the Township of Roxbury for the previous one year, and that the contract will prohibit him from making any reportable contributions through the term of the contract; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Council of the Township of Roxbury, in the County of Morris and State of New Jersey, that the Township of Roxbury hereby appoints Anthony M. Bucco, Esq. as Township Attorney and authorizes the execution of a contract with Mr. Bucco in accordance with the terms and conditions set forth herein; and

**BE IT FURTHER RESOLVED** that the Business Entity Disclosure Certification and the Determination of Value associated with this contract be placed on file with this resolution; and

**BE IT FINALLY RESOLVED** that notice of this action shall be printed once in the legal newspaper of the Township of Roxbury as required by law.

This Resolution shall take effect immediately.

**ADOPTED:** January 5, 2021

Attest:

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Amy E. Rhead, RMC  
Township Clerk

**RESOLUTION NO. 2021-003**

**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 PROSECUTOR**

**WHEREAS**, the Township of Roxbury has a need to obtain the services of a Township Prosecutor and has determined to award this contract as a professional service without obtaining competitive bids or quotations pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Township has determined and certified in writing that the value of the service will exceed \$17,500.00; and

**WHEREAS**, the term of the contract is from January 1, 2021 to December 31, 2021; and

**WHEREAS**, Douglas R. Cabana, Esq. has submitted a proposal indicating that he will provide the legal services of Township Prosecutor at an annual rate of \$34,660.00 for services rendered, plus \$125.00 per hour for work outside of the standard annual rate; and

**WHEREAS**, Douglas R. Cabana, Esq. has completed and submitted a Business Entity Disclosure Certification which certifies that he has not made any reportable contributions to a political or candidate committee in the Township of Roxbury for the previous one year; and that the contract will prohibit him from making any reportable contributions through the term of the contract; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Council of the Township of Roxbury, in the County of Morris and State of New Jersey, that the Township of Roxbury hereby appoints Douglas R. Cabana, Esq. as Township Prosecutor and authorizes the execution of a contract with Douglas R. Cabana, Esq. in accordance with the terms and conditions set forth herein; and

**BE IT FURTHER RESOLVED** that the Business Entity Disclosure Certification and the Determination of Value associated with this contract be placed on file with this resolution; and

**BE IT FINALLY RESOLVED** that notice of this action shall be printed once in the legal newspaper of the Township of Roxbury as required by law.

This Resolution shall take effect immediately.

**ADOPTED:** January 5, 2021

Attest:

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Amy E. Rhead, RMC  
Township Clerk



**RESOLUTION NO. 2021-004**

**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**

**WHEREAS**, the need exists for a Public Defender for the Roxbury Township Municipal Court; and

**WHEREAS**, funds are available for this purpose; and

**WHEREAS**, the Township Council of the Township of Roxbury has agreed to pay the Public Defender \$650.00 per court session for a total of two (2) sessions per month which fee shall include a minimum of eight (8) hours of service per court session twice per month for a total of 24 sessions per year.

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40:11-1 et seq.) requires that the resolution authorizing the award of contract for “Professional Services” without competitive bids shall be made available for public inspection.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Council of the Township of Roxbury, in the County of Morris and State of New Jersey, that the Township of Roxbury hereby agrees to pay Douglass F. Sclar, Esq. \$650.00 per court session. The fee shall include a minimum of eight (8) hours of service per court session twice per month for a total of 24 sessions per year.

1. The Mayor and Township Clerk are hereby authorized and directed to execute an agreement, to be effective for the 2021 calendar year, with Douglass F. Sclar, Esq. to be paid a fee not to exceed \$15,600.00 per year to serve as Public Defender.
2. This contract is to be awarded without competitive bidding as a “Professional Service” under the provisions of the Local Public Contract Law because the Public Defender is a person authorized by law to practice a recognized profession.
3. Notice of this action shall be published in the official newspaper according to law.

**BE IT FURTHER RESOLVED that** the Township Clerk is hereby authorized and directed to provide a certified copy of this Resolution to the Roxbury Township Municipal Court Administrator upon final adoption.

This Resolution shall take effect immediately.

**ADOPTED:** January 5, 2021

Attest:

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Amy E. Rhead, RMC  
Township Clerk

**RESOLUTION NO. 2021-005**

**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**

**WHEREAS**, the Township of Roxbury has a need to obtain the services of a Township Auditor and has determined to award this contract as a professional service without obtaining competitive bids or quotations pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Township has determined and certified in writing that the value of the service will exceed \$17,500.00; and

**WHEREAS**, the anticipated term of this contract is one year; and

**WHEREAS**, Valerie A. Dolan of the firm Nisivoccia LLP has submitted a proposal indicating that she will provide the services of Township Auditor at an annual rate not to exceed \$67,500.00 without prior written authorization from the Township Council; and

**WHEREAS**, Valerie A. Dolan has completed and submitted a Business Entity Disclosure Certification which certifies that she has not made any reportable contributions to a political or candidate committee in the Township of Roxbury for the previous one year, and that the contract will prohibit her from making any reportable contributions through the term of the contract; and

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Council of the Township of Roxbury, in the County of Morris and State of New Jersey, that the Township of Roxbury hereby appoints Valerie A. Dolan as Township Auditor and authorizes the execution of a contract with Ms. Dolan in accordance with the terms and conditions set forth herein; and

**BE IT FURTHER RESOLVED** that the Business Entity Disclosure Certification and the Determination of Value associated with this contract be placed on file with this resolution; and

**BE IT FINALLY RESOLVED** that notice of this action shall be printed once in the legal newspaper of the Township of Roxbury as required by law.

This Resolution shall take effect immediately.

**ADOPTED:** January 5, 2021

Attest:

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Amy E. Rhead, RMC  
Township Clerk

**RESOLUTION NO. 2021-006**

**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**

**WHEREAS**, the Township of Roxbury has a need to obtain the services of a Bond Counsel and has determined to award this contract as a professional service without obtaining competitive bids or quotations pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Township has determined and certified in writing that the value of the service will exceed \$17,500.00; and

**WHEREAS**, the anticipated term of this contract in one year; and

**WHEREAS**, Steven Rogut, Esq. of the firm Rogut McCarthy LLC, has submitted a proposal indicating that he will provide the legal services of Township Bond Counsel at an hourly rate of \$150.00 per hour for services rendered; and

**WHEREAS**, Steven Rogut, Esq. has completed and submitted a Business Entity Disclosure Certification which certifies that he has not made any reportable contributions to a political or candidate committee in the Township of Roxbury for the previous one year; and that the contract will prohibit him from making any reportable contributions through the term of the contract; and

**WHEREAS**, the Local Public Contracts law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for “Professional Services” without competitive bids and the contract itself must be available for public inspection; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Council of the Township of Roxbury, in the County of Morris and State of New Jersey, that the Township of Roxbury hereby appoints Steven Rogut, Esq. as Township Bond Counsel and authorizes the execution of a contract with Mr. Rogut, in accordance with the terms and conditions set forth herein; and

**BE IT FURTHER RESOLVED** that the Business Entity Disclosure Certification and the Determination of Value associated with this contract be placed on file with this resolution; and

**BE IT FINALLY RESOLVED** that notice of this action shall be printed once in the legal newspaper of the Township of Roxbury as required by law.

This Resolution shall take effect immediately.

**ADOPTED:** January 5, 2021

Attest:

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Amy E. Rhead, RMC  
Township Clerk

**RESOLUTION NO. 2021-007**

**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**

**WHEREAS**, the Township of Roxbury has a need to obtain the services of a Special Tax Counsel to handle the defense of municipal tax appeals on behalf of the Township of Roxbury; and

**WHEREAS**, the Township has determined and certified in writing that the value of the service may exceed \$17,500.00; and

**WHEREAS**, the anticipated term of this contract is one year; and

**WHEREAS**, Fred Semrau, Esq. of the firm Dorsey and Semrau has submitted a proposal indicating that he will provide the legal services to handle the defense of the Township's municipal tax appeals and to take any and all legal actions to protect the interests of the Township, which may include the filing of counterclaims, for \$130.00 per hour for services rendered; and

**WHEREAS**, the total amount of said contract shall not exceed \$22,000.00 without the prior approval of the Township Council; and

**WHEREAS**, Fred Semrau, Esq. has completed and submitted a Business Entity Disclosure Certification which certifies that he has not made any reportable contributions to a political or candidate committee in the Township of Roxbury for the previous one year; and that the contract will prohibit him from making any reportable contributions through the term of the contract; and

**WHEREAS**, the Local Public Contract law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Council of the Township of Roxbury, in the County of Morris and State of New Jersey, that the Township of Roxbury hereby appoints Fred Semrau, Esq. as Township Special Tax Counsel and authorizes the execution of a contract with Mr. Semrau, in accordance with the terms and conditions set forth herein; and

**BE IT FURTHER RESOLVED** that the Business Entity Disclosure Certification and the Determination of Value Associated with this contract be placed on file with this resolution; and

**BE IT FINALLY RESOLVED** that notice of this action shall be printed once in the legal newspaper of the Township of Roxbury as required by law.

This Resolution shall take effect immediately.

**ADOPTED:** January 5, 2021

Attest:

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Amy E. Rhead, RMC  
Township Clerk

**RESOLUTION NO. 2021-008**

**A RESOLUTION APPOINTING CINDY VAN SICKLES AS LOCAL REGISTRAR OF VITAL STATISTICS FOR THE TOWNSHIP OF ROXBURY**

**WHEREAS**, pursuant to the provisions of N.J.S.A. 26:8-11, the Township Council is responsible for appointing a local registrar of vital statistics; and

**WHEREAS**, the Township Council wishes to appoint Cindy Van Sickles as the Local Registrar of Vital Statistics for the Township of Roxbury.

**NOW, THEREFORE, BE IT RESOLVED**, that the Township Council of the Township of Roxbury, in the County of Morris, and State of New Jersey, hereby appoints Cindy Van Sickles as the Local Registrar of Vital Statistics for a three (3) year term beginning January 1, 2021 and ending December 31, 2023.

**BE IT FURTHER RESOLVED**, that the Township Clerk is hereby authorized and directed to provide a certified copy of this resolution to the state department for approval.

This Resolution shall take effect immediately.

**ADOPTED:** January 5, 2021

Attest:

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Amy E. Rhead, RMC  
Township Clerk

**RESOLUTION NO. 2021-009**

**A RESOLUTION 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 2021**

**WHEREAS**, the Affirmative Action Regulations of the State of New Jersey regulate the award of contracts by public agencies under P.L. 1975, Chapter 127, (N.J.A.C. 17:27) and further require contract language and reporting procedures for entering into procurement, service and construction contracts; and

**WHEREAS**, said regulations further require public agencies to annually appoint an officer or employee to serve as a Public Agency Compliance Officer (P.A.C.O.) to coordinate the reporting procedure by contractors and generally supervise the compliance procedures regarding the Affirmative Action Regulations; and

**WHEREAS**, the Public Agency Compliance Officer is responsible for assuring that no public contract may be awarded nor any monies paid until the contractor has agreed to comply with an approved Affirmative Action Plan; and

**WHEREAS**, the Township wishes to designate an officer or employee to serve as Public Agency Compliance Officer (P.A.C.O.), whose name, title, business address, telephone number and fax number shall be forwarded to the State Affirmative Action Office by January 10, of every year.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Council of the Township of Roxbury in the County of Morris County and State of New Jersey, that John M. Shepherd, Township Manager, be and is hereby appointed Public Agency Compliance Officer of the Township of Roxbury.

**BE IT FURTHER RESOLVED** that the Township Clerk shall forward a copy of this resolution and the completed P.A.C.O. form to the State of New Jersey, Department of the Treasury, Division of Purchase and Property, Contract Compliance & Audit Unit, EEO Monitoring Program, P.O. Box 236, Trenton, NJ 08625-0236 via email [CCAUC@treas.state.nj.gov](mailto:CCAUC@treas.state.nj.gov) on or before January 10, 2021.

**ADOPTED:** January 5, 2021

Attest:

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Amy E. Rhead, RMC  
Township Clerk

**RESOLUTION NO. 2021-010**

**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/HOSTESS**

**BE IT RESOLVED** by the Township Council of the Township of Roxbury in the County of Morris and State of New Jersey that the Mayor is authorized and directed to appoint an official Township Host/ Hostess to serve as such during the 2021 Calendar Year.

**Appointed:** Kathryn A. DeFillippo

**ADOPTED:** January 5, 2021

Attest:

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Amy E. Rhead, RMC  
Township Clerk

## 2021 Mayoral Appointments

*(Roxbury Township Council Reorganization Meeting January 5, 2021)*

### A. Environmental Commission

• Council Liaison	1YR	1/1/21-12/31/21	Fred Hall
• Member	3YR	1/1/21-12/31/23	William Benkendorf
• Member	3YR	1/1/21-12/31/23	Lisa Darling
• Member	3YR	1/1/21-12/31/23	Tricia Fragale
• Member	3YR	unexp.-12/31/22	Stephen Ricucci

### B. Lake Musconetcong Regional Planning Board

• Member	4YR	1/1/21-12/31/24	Lester Wright
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### C. Library Board of Trustees

• Member ( <i>Mayor or designee</i> )	1YR	1/1/21-12/31/21	Robert DeFillippo
• Member ( <i>School Superintendent or designee</i> )	1YR	1/1/21-12/31/21	Roxana Caivano
• Member	5YR	1/1/21-12/31/25	Jeanette Carey
• Member	5YR	1/1/21-12/31/25	Andrea Crowley
• Member	5YR	1/1/21-12/31/25	Bruce Hopper

### D. Morris County Community Development Revenue Sharing Committee

• Representative ( <i>Mayoral Appt.</i> )	1YR	1/1/21-12/31/21	Richard Zoschak
• Alternate Rep. ( <i>Mayoral Appt.</i> )	1YR	1/1/21-12/31/21	Thomas Carey

### E. Planning Board

• Member - Class 1 ( <i>Mayor or designee</i> )	1YR	1/1/21-12/31/21	Jim Rilee
• Member - Class 2 ( <i>Township Official</i> )	1YR	1/1/21-12/31/21	Mike DiDomenico



## 2021 Council Appointments

(Roxbury Township Council Reorganization Meeting January 5, 2021)

<b>A. Board of Education Liaison</b>			
• Council Liaison	1YR	1/1/21-12/31/21	Thomas Carey
<b>B. COAH Committee</b>			
• Council Member #1 of 3	1YR	1/1/21-12/31/21	Robert DeFillippo
• Council Member #2 of 3	1YR	1/1/21-12/31/21	Fred Hall
• Council Member #3 of 3	1YR	1/1/21-12/31/21	Jim Rilee
<b>C. Economic Development Committee</b>			
• Council Liaison #1 of 2	1YR	1/1/21-12/31/21	Robert DeFillippo
• Council Liaison #2 of 2	1YR	1/1/21-12/31/21	Mark Crowley
• Alternate Council Liaison	1YR	1/1/21-12/31/21	Richard Zoschak
• Member	3YR	1/1/21-12/31/23	Gary Ribe
• Member	3YR	1/1/21-12/31/23	Michael Shadiack
• Member	3YR	unexp.-12/31/21	Bruce Bristol
<b>D. Fire Department Liaison</b>			
• Council Liaison	1YR	1/1/21-12/31/21	Jim Rilee
• Alternate Council Liaison	1YR	1/1/21-12/31/21	Richard Zoschak
<b>E. Historic Advisory Committee</b>			
• Council Liaison	1YR	1/1/21-12/31/21	Jaki Albrecht
• Member	4YR	1/1/20-12/31/24	Marge Cushing
• Member	4YR	1/1/20-12/31/24	Dawn Ward
• Alternate No.2	4YR	unexp.-12/31/23	Brian Overman
<b>F. Lake Hopatcong Water Level Mgmt. Plan Citizens Advisory Committee</b>			
• Representative from Roxbury	1YR	1/1/21-12/31/21	Mark Crowley
• Alt. Representative from Roxbury	1YR	1/1/21-12/31/21	Robert DeFillippo
<b>G. Memorial Day Parade Committee</b>			
• Chairperson	1YR	1/1/21-12/31/21	Christine Houtz
<b>H. Morris County Community Development Revenue Sharing Committee</b>			
• Representative ( <i>Council Appt.</i> )	1YR	1/1/21-12/31/21	Jaki Albrecht
<b>I. Morris County Freight Rail Advisory Committee</b>			
• Council Representative	1YR	1/1/21-12/31/21	Mark Crowley
• Alternate Council Representative	1YR	1/1/21-12/31/21	Richard Zoschak
<b>J. Open Space Acquisition Advisory Committee</b>			
• Council Liaison	1YR	1/1/21-12/31/21	Mark Crowley
• Member	3YR	1/1/21-12/31/23	Amy Curry
• Member	3YR	1/1/21-12/31/23	Andy Tybus

## 2021 COUNCIL APPOINTMENTS *(continued)*

### K. Planning Board

- Member - Class 3 (*Council Member*) 1YR 1/1/21-12/31/21 Robert DeFillippo
- Member - Class 4 4YR 1/1/21-12/31/24 Amy Overman
- Member - Class 4 4YR 1/1/21-12/31/24 Jackie Vitiello

### L. Recreation Advisory Committee

- Council Liaison 1YR 1/1/21-12/31/21 Fred Hall
- Member 3YR 1/1/21-12/31/23 Sandie DiDomenico
- Member 3YR 1/1/21-12/31/23 Ed Hade
- Member 3YR 1/1/21-12/31/23 Greg Somjen
- Member 3YR 1/1/21-12/31/23 Shawn Potillo
- Alternate No. 1 3YR unexp.-12/31/21 Melissa Shivas
- Alternate No. 2 3YR 1/1/21-12/31/23 Kevin Bewalder

### M. Technology Committee

- Council Member #1 of 3 1YR 1/1/21-12/31/21 Mark Crowley
- Council Member #2 of 3 1YR 1/1/21-12/31/21 Fred Hall
- Council Member #3 of 3 1YR 1/1/21-12/31/21 Richard Zoschak

### N. Traffic Committee

- Council Liaison #1 of 3 1YR 1/1/21-12/31/21 Mark Crowley
- Council Liaison #2 of 3 1YR 1/1/21-12/31/21 Fred Hall
- Council Liaison #3 of 3 1YR 1/1/21-12/31/21 Jim Rilee

### O. Trails Committee

- Council Member #1 of 3 1YR 1/1/21-12/31/21 Jaki Albrecht
- Council Member #2 of 3 1YR 1/1/21-12/31/21 Mark Crowley
- Council Member #3 of 3 1YR 1/1/21-12/31/21 Robert DeFillippo
- Member of Environmental Comm. 1YR 1/1/21-12/31/21 Jackie Vitiello
- Member of Open Space Committee 1YR 1/1/21-12/31/21 Ed Hade
- Member of Open Space Committee 1YR 1/1/21-12/31/21 Andy Tybus
- Member of Recreation Committee 1YR 1/1/21-12/31/21 Sandie DiDomenico
- Resident At-Large #1 of 2 1YR 1/1/21-12/31/21 Mike DiDomenico
- Resident At-Large #2 of 2 1YR 1/1/21-12/31/21 Pam Smith

### P. Tree Committee

- Council Member #1 of 3 1YR 1/1/21-12/31/21 Mark Crowley
- Council Member #2 of 3 1YR 1/1/21-12/31/21 Robert DeFillippo
- Council Member #3 of 3 1YR 1/1/21-12/31/21 Richard Zoschak

### Q. Water/Sewer Committee

- Council Liaison #1 of 3 1YR 1/1/21-12/31/21 Robert DeFillippo
- Council Liaison #2 of 3 1YR 1/1/21-12/31/21 Thomas Carey
- Council Liaison #3 of 3 1YR 1/1/21-12/31/21 Richard Zoschak

### R. Zoning Board of Adjustment

- Member 4YR 1/1/21-12/31/24 David Klein
- Member 4YR 1/1/21-12/31/24 Gail Robortaccio
- Alternate No. 1 2YR 1/1/21-12/31/22 Christine Houtz

**RESOLUTION NO. 2021-011**

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF ROXBURY IN THE COUNTY OF MORRIS AND STATE OF NEW JERSEY INCORPORATING BY REFERENCE HEREIN AND APPROVING THE FOLLOWING NUMBERED RESOLUTIONS LISTED ON THE ANNUAL REORGANIZATION COUNCIL MEETING AGENDA FOR THIS DATE:**

2021-012, 2021-013, 2021-014, 2021-015,  
2021-016, 2021-017, 2021-018, 2021-019

**BE IT RESOLVED** by the Township Council of the Township of Roxbury in the County of Morris and State of New Jersey that the above numbered resolutions listed on the Reorganization Meeting Agenda of the Township Council of the Township of Roxbury for this date are incorporated by reference herein as if fully set forth at length and are hereby approved as to each resolution.

**ADOPTED:** January 5, 2021

Attest:

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Amy E. Rhead, RMC  
Township Clerk

**RESOLUTION NO. 2021-012**

**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 2021**

**BE IT RESOLVED** by the Township Council of the Township of Roxbury in the County of Morris and State of New Jersey that the Morris County Daily Record to be and the same is hereby designated as the official newspaper for legal publications of the Township Council for the calendar year 2021.

**ADOPTED:** January 5, 2021

Attest:

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Amy E. Rhead, RMC  
Township Clerk

**RESOLUTION NO. 2021-013**

**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**

**BE IT RESOLVED** by the Township Council of the Township of Roxbury in the County of Morris and State of New Jersey that a minimum blanket bond through Garden State Municipal Joint Insurance Fund will be furnished to cover all positions, including statutory positions.

**ADOPTED:** January 5, 2021

Attest:

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Amy E. Rhead, RMC  
Township Clerk

**RESOLUTION NO. 2021-014**

**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 2021**

**WHEREAS**, N.J.S.A. 10:4-6 et. seq. known as the “Open Public Meetings Act” requires notices to be given on meetings of public bodies, as defined and prescribed in said statute and further provides for the fixing of a reasonable charge to be paid by any persons requesting such notices.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Council of the Township of Roxbury, County of Morris, State of New Jersey, that:

1. The Morris County Daily Record, the Roxbury Register, and the Newark Star Ledger, the newspapers having the greatest likelihood of informing the public of meetings to be held by the Township Council of the Township of Roxbury, are hereby designated as the three newspapers to receive notices of all meetings of this Township Council for the calendar year 2021 as required by the Open Public Meetings Act.
2. The Bulletin Board in the main hallway of the Municipal Building located at 1715 Route 46, Ledgewood, New Jersey, is hereby designated as the place where all official notices of public meetings of this Township Council are to be posted for the calendar year 2021.
3. A fee of two dollars and fifty cents (\$2.50) per notice is hereby fixed as the charge to any person requesting individual notice of public meetings of the Township Council of the Township of Roxbury as provided for under the Open Public Meetings Act, but as provided in N.J.S.A. 10:4-19, no charge shall be made to any newspaper requesting the mailing of such notices to its business office.
4. This Resolution shall take effect immediately.

**ADOPTED:** January 5, 2021

Attest:

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Amy E. Rhead, RMC  
Township Clerk

**RESOLUTION NO. 2021-015**

**A RESOLUTION AUTHORIZING THE RATE OF INTEREST, GRACE PERIOD AND YEAR-END PENALTY FOR DELINQUENT ACCOUNTS**

**WHEREAS**, N.J.S.A. 54:4-67 et seq., permits the governing body to fix the rate of interest to be charged for the nonpayment of taxes, water, sewer utility or other municipal charges.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Council of the Township of Roxbury in the County of Morris and State of New Jersey, that property taxes shall be due and payable quarterly on February 1<sup>st</sup>, May 1<sup>st</sup>, August 1<sup>st</sup> and November 1<sup>st</sup> of each year with a ten day grace period, after which dates, if unpaid shall become delinquent, with interest charged as set forth below and reverting back to the due date on any quarterly installment of taxes; and

**BE IT FURTHER RESOLVED** that the rate of interest on delinquent accounts shall be fixed at the rate of 8% per annum on the first \$1,500.00 of delinquency and 18% per annum on any amount in excess of \$1,500.00; and

**BE IT FURTHER RESOLVED** that any unpaid water or sewer utility charge not paid at the due date shall bear interest at the same rate as uncollected taxes as set forth above with interest reverting back to the date the bill was issued until the date of actual payment; and

**BE IT FURTHER RESOLVED** that a 6% year end penalty be assessed on the last day of the fiscal year on delinquent accounts when it is in excess of \$10,000.00; and

**BE IT FURTHER RESOLVED** that a copy of this resolution be provided via email to the Tax & Utility Collector and a hard copy be provided to the Treasurer and the Accounts Payable Department for their information and guidance.

**ADOPTED:** January 5, 2021

Attest:

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Amy E. Rhead, RMC  
Township Clerk

**RESOLUTION NO 2021-016**

**A RESOLUTION AUTHORIZING THE TAX & UTILITY COLLECTOR TO PROCESS THE CANCELLATION OF ANY PROPERTY TAX, SEWER OR WATER UTILITY REFUND OR DELINQUENCY OWED FOR 2020 THAT IS LESS THAN \$10.00**

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Council of the Township of Roxbury, in the County of Morris and State of New Jersey, that in accordance with N.J.S.A. 40A:5-17, the Collector be and is hereby authorized to process without further action on the part of the Township Council any property tax, sewer or municipal water utility refund of less than \$10.00; and

**BE IT FURTHER RESOLVED** that the Collector is further authorized to process the cancellation of any property tax, sewer or municipal water utility delinquency of less than \$10.00; and

**BE IT FURTHER RESOLVED** that a copy of this resolution be provided via email to the Tax & Utility Collector and a hard copy shall be provided to the Township Attorney and Auditor for the Township of Roxbury.

**ADOPTED:** January 5, 2021

Attest:

---

Amy E. Rhead, RMC  
Township Clerk



**RESOLUTION NO. 2021-017**

**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**

**WHEREAS**, the Township of Roxbury is required to designate legal depositories for Municipal funds in accordance with N.J.S.A. 40A:5-14, 5-15.1 and 5-15.2; and

**WHEREAS**, the Township of Roxbury wishes to designate the following financial institutions for the deposit and investment of idle funds.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Council of the Township of Roxbury in the County of Morris and State of New Jersey that the following institutions are designated as depositories for Township funds:

PNC Bank Route 10 West Randolph, NJ 07869	Wells Fargo Route 10 & South Street Succasunna, NJ 07876	Investors Bank 2 Commerce Boulevard Succasunna, NJ 07876
Bank of America 15 Commerce Blvd. Succasunna, NJ 07876	Fulton Bank of NJ 274 Route 10 West Succasunna, NJ 07876	HSBC Bank USA 20 North Park Place Morristown, NJ 07960
Valley National Bank 250 Route 10 Succasunna, NJ 07876	State of New Jersey Cash Management Fund P.O. Box 290 Trenton, NJ 08625-0290	TD/Commerce Bank 240 Route 10 Succasunna, NJ 07876

**BE IT FURTHER RESOLVED** that a copy of this resolution be furnished to the Chief Financial Officer, the Township Auditor, Nisivoccia & Company and each financial institution indicated above.

**ADOPTED:** January 5, 2021

Attest:

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Amy E. Rhead, RMC  
Township Clerk

**RESOLUTION NO. 2021-018**

**A RESOLUTION ESTABLISHING TEMPORARY BUDGETS FOR THE TOWNSHIP OF ROXBURY FOR THE FIRST THREE MONTHS OF 2021**

**WHEREAS**, N.J.S.A. 40A:4-19 Local Budget Law provides that where any contracts, commitments or payments are to be made prior to the final adoption of the 2021 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and

**WHEREAS**, the total appropriations in the 2020 budget, less appropriations made for the Capital Improvement Fund, Debt Service, and Relief for the Poor (Public Assistance) are as follows:

CURRENT FUND	26,914,158.00
WATER UTILITY FUND	1,513,001.00
SEWER UTILITY FUND	4,073,350.00

**WHEREAS**, 26.25% of the total appropriations in the 2020 budget less appropriations for Capital Improvement Fund, Debt Service, and Relief for the Poor (Public Assistance) in the said budget is as follows:

CURRENT FUND	7,064,967.00
WATER UTILITY FUND	397,163.00
SEWER UTILITY FUND	1,069,255.00

**NOW, THEREFORE BE IT RESOLVED**, by the Township Council of the Township of Roxbury, County of Morris, that the following temporary appropriations be made and that a copy of this resolution be forwarded to the Finance Department for their records.

**CURRENT FUND**

**GENERAL GOVERNMENT:**

**Township Council**

Salaries and Wages	\$11,000.00
Other Expenses	\$5,000.00

**Administrative and Executive**

Salaries and Wages	\$71,000.00
Other Expenses	\$5,500.00

**Central Stores**

Other Expenses	\$40,000.00
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<b>Elections</b>	
Salaries and Wages	\$500.00
Other Expenses	\$500.00
<b>Financial Administration</b>	
Salaries and Wages	\$73,000.00
Other Expenses	\$10,000.00
<b>Township Clerk</b>	
Salaries and Wages	\$47,000.00
Other Expenses	\$11,000.00
<b>Annual Audit</b>	
Other Expenses	\$12,000.00
<b>Tax Assessment</b>	
Salaries and Wages	\$43,000.00
Other Expenses	\$10,000.00
<b>Tax Collection</b>	
Salaries and Wages	\$45,000.00
Other Expenses	\$2,500.00
<b>Legal Services</b>	
Other Expenses	\$100,000.00
<b>Data Processing</b>	
Salaries and Wages	\$27,000.00
Other Expenses	\$84,000.00
<b>Engineering Services</b>	
Salaries and Wages	\$80,000.00
Other Expenses	\$8,000.00
<b>Public Buildings and Grounds</b>	
Salaries and Wages	\$30,000.00
Other Expenses	\$35,000.00
<b>Planning Board</b>	
Salaries and Wages	\$41,000.00
Other Expenses	\$5,000.00
<b>Zoning Board of Adjustment</b>	
Salaries and Wages	\$6,000.00
Other Expenses	\$5,000.00

<b>Economic Development</b>	\$200.00
<b>Historic Preservation</b>	
Other Expenses	\$500.00
<b>Environmental Commission</b>	
Other Expenses	\$2,000.00
<b>State Unemployment Insurance</b>	
Other Expense	\$1,000.00
<b>Group Insurance</b>	
Other Expenses	\$900,000.00
<b>Healthcare Waivers</b>	\$90,000.00
<b>Liability Insurance</b>	
Other Expenses	\$250,000.00
<b>Disability Insurance</b>	
Other Expenses	\$5,000.00
<b>PUBLIC SAFETY:</b>	
<b>Fire Prevention</b>	
Salaries and Wages	\$29,000.00
Other Expenses	\$1,700.00
<b>Fire Department</b>	
Other Expenses	\$33,000.00
<b>Police Operations</b>	
Salaries and Wages	\$748,753.00
Other Expenses	\$50,000.00
<b>Police Staff Support</b>	
Salaries and Wages	\$43,000.00
Other Expenses	\$1,300.00
<b>Traffic Control</b>	
Salaries and Wages	\$16,000.00
<b>First Aid</b>	
Other Expenses	\$10,000.00

<b>State Uniform Construction Code</b>	
Salaries and Wages	\$60,000.00
Other Expenses	\$30,000.00
<b>Emergency Management</b>	
Salaries and Wages	\$4,000.00
Other Expenses	\$1,000.00
<b>STREETS AND ROADS:</b>	
<b>Road Repair and Maintenance</b>	
Salaries and Wages	\$180,000.00
Other Expenses	\$20,000.00
<b>Snow and Ice Removal</b>	
Salaries and Wages	\$50,000.00
Other Expenses	\$50,000.00
<b>Equipment and Repairs</b>	
Salaries and Wages	\$57,000.00
Other Expenses	\$55,000.00
<b>Municipal Service Agreement</b>	
Other Expenses	\$33,000.00
<b>Sanitation</b>	
Other Expenses	\$400,000.00
<b>Public Works</b>	
Salaries and Wages	\$90,000.00
Other Expenses	\$30,000.00
<b>HEALTH AND WELFARE:</b>	
<b>Community Health Service</b>	
Salaries and Wages	\$85,000.00
Other Expenses	\$7,000.00
<b>Public Assistance</b>	
Salaries and Wages	\$8,000.00
Other Expenses	\$100.00
<b>Animal Control</b>	
Other Expenses	\$500.00

**RECREATION AND EDUCATION:**

**Park Maintenance**

Salaries and Wages	\$50,000.00
Other Expenses	\$25,000.00

<b>Lake Musconetcong Reg</b>	\$100.00
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**Recreation Management**

Salaries and Wages	\$62,000.00
Other Expenses	\$11,000.00

**Leisure Activities**

Salaries and Wages	\$5,000.00
Other Expenses	\$20,000.00

**Senior Citizen Activities**

Salaries and Wages	\$24,000.00
Other Expenses	\$7,500.00

**UNCLASSIFIED:**

<b>Utilities</b>	\$142,000.00
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**DEFERRED CHARGES AND STATUTORY EXPENDITURES:**

Social Security	\$100,000.00
Public Employees Retirement System	\$719,920.00
Police and Fire Retirement System	\$1,524,294.00
DCRP	\$5,000.00

**MUNICIPAL COURT:**

Salaries and Wages	\$70,000.00
Other Expenses	\$9,000.00

<b>LOSAP:</b>	\$100.00
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**PUBLIC LIBRARY:**

Salaries and Wages	\$100,000.00
Other Expenses	\$40,000.00

<b>TOTAL CURRENT FUND</b>	\$7,064,967.00
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**CURRENT FUND DEBT SERVICE:**

Debt Service	\$132,616.00
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<b>TOTAL CURRENT FUND DEBT SERVICE</b>	\$132,616.00
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**WATER UTILITY FUND**

**Water Utility Operation**

Salaries and Wages	\$200,000.00
Other Expenses	\$167,163.00
Public Employees Retirement System	\$25,000.00
Social Security	\$5,000.00

**TOTAL WATER UTILITY FUND** \$397,163.00

**WATER UTILITY FUND DEBT SERVICE:**

Debt Service	\$140,728.00
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**TOTAL WATER UTILITY FUND DEBT SERVICE** \$140,728.00

**SEWER UTILITY FUND**

**Sewer Utility Operation**

Salaries and Wages	\$148,000.00
Other Expenses	\$814,255.00
Public Employees Retirement System	\$97,000.00
Social Security	\$10,000.00

**TOTAL SEWER UTILITY FUND** \$1,069,255

**SEWER UTILITY FUND DEBT SERVICE:**

Debt Service	\$82,729.75
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**TOTAL SEWER UTILITY FUND DEBT SERVICE** \$82,729.75

**ADOPTED:** January 5, 2021

Attest:

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Amy E. Rhead, RMC  
Township Clerk

# TOWNSHIP OF ROXBURY

## *INTEROFFICE MEMO*

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To: John Shepherd, Twp Manager

From: Lisa Spring, CFO

Date: December 24, 2020

Re: Temporary Budget

Attached is a resolution establishing a temporary budget for the first three months of 2021. As you are aware, New Jersey State Statute 40A:4-19 enables the governing body to adopt a temporary budget for the purpose of meeting our financial obligations that occur prior to the final adoption of the 2021 municipal budget.



**RESOLUTION NO. 2021-019**

**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 AND/OR MUNICIPAL TAX 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 2021 TAX YEAR**

**BE IT RESOLVED**, by the Township Council of the Township of Roxbury that the Municipal Assessor, Municipal Attorney and/or Fred Semrau or any other special Tax Attorney of Dorsey & Semrau , be and are hereby authorized to answer and defend all local property tax appeals before the Morris County Board of Taxation and Tax Court of the State of New Jersey and to initiate Municipal appeals to correct the Township of Roxbury tax list including, but not limited to, farmland rollback complaints, added and omitted assessment complaints, counter appeals on behalf of the Township to increase assessments and such other appeals as are necessary to correct the assessments for the Township of Roxbury for the 2021 tax year.

**BE IT FURTHER RESOLVED** that the Municipal Assessor and Attorney be and are hereby designated as the agents of the Township of Roxbury for the purpose of signing settlements of the foregoing matters by stipulation and are authorized to settle all appeals filed with the County Board of Taxation and Small Claims Division of the State Tax Court.

**ADOPTED:** January 5, 2021

Attest:

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Amy E. Rhead, RMC  
Township Clerk