

**January 19, 2021**

A Budget Meeting was held by the Township Council of the Township of Roxbury on January 19, 2021 at the Municipal Building located at 1715 Route 46 in Ledgewood, New Jersey at 7:30PM; however, the Council Room was closed to the public due to the COVID-19 pandemic; therefore, the meeting was broadcast via Zoom Pro in order to allow the continuation of routine municipal business and provide the opportunity for public participation during public comment periods.

**PLEDGE OF ALLEGIANCE**

Councilman Zoschak 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 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 regular 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 January 15, 2021 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](http://www.roxburynj.us).

**ROLL CALL (Present):** Councilwoman Jaki Albrecht, Councilman Mark Crowley, Deputy Mayor Fred Hall, Councilman Jim Rilee, Councilman Richard Zoschak, Mayor Robert DeFillippo; **Absent:** Councilman Thomas Carey

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

**Staff:** Robert Kuncken, IT Director; Lisa Spring, CFO; Valarie Wyble, Purchasing Agent; Richard Blood, Public Works Director; Steve Senese, Assistant Director of Public Works; (Michele O'Halloran, Executive Assistant and Brett Douglas, Recreation Director, were in attendance remotely)

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

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

**A. Proposed 2021 Capital Improvement Plan**

Mr. Shepherd recognized the following staff members as being in attendance: Lisa Spring, Chief Financial Officer, Valerie Wyble Qualified Purchasing Agent, Rick Blood, Public Works Director, Steve Senese, Assistant Director of Public Works, and Robert Kuncken, IT Director.

Mr. Shepherd provided an overview of the 2021-2026 Capital Improvement Plan. He explained that the Capital Improvement Plan (CIP) was formulated with the probability of budget shortfalls due to COVID-19 and as well as keeping in mind the goal of minimal tax increases, if any. Highlights included:

- 2021 CIP for the current Fund reduced by approximately \$700K in comparison to the 2020 allocation
- Recommendation to utilize \$112,500 of Open Space Trust Fund monies for certain eligible capital projects
- Advance the purchase of Air Packs for the Fire Department.
- Completion of Eyland Avenue resurfacing with the aid of a State Grant
- Kings Highway to be finalized with the assistance of Community Development Block Grant

## **Building and Grounds**

General review occurred with regard to items including the following:

- Façade Repair - 72 Eyland Avenue
- Gutter Repair Fire Co #2
- HSL Pavilion Roof Replacement

General Council discussion occurred with regard to whether tree root problems and Horseshoe Lake signage is included in the budget presentation. Mr. Shepherd replied that the items are not included in the 2021 Capital Budget, but stated there are other ideas associated with removal of tree roots, dead trees and possibly relocating the path. Council members concurred that addressing the tree root problem is an important issue and inquired as to the expected cost associated with correcting and repairing paths. Mr. Shepherd will compile data and cost estimates and bring back to Council.

## **Road Department**

Mr. Shepherd reviewed the 2020 carryover amount as well as the proposed allocation for road resurfacing. Other general discussion included plans for sidewalk maintenance, catch basin maintenance, and the replacement of a 2008 dump truck as well as a 2004 pick-up truck.

Councilman Rilee asked when there will be general operating budget presentation or a snapshot of the current state of township finances. Mr. Shepherd replied that the operating budget will be available within the next few weeks.

## **Parks/Recreation**

Discussions occurred with regard to various components of the Parks and Recreation portion of the Capital Budget, including:

- Baseball Dugout Improvements
- Musco Remote Program for Field Lighting
- Horseshoe Lake Irrigation System Replace
- Dump Truck (replacement)
- Bleacher Fencing
- Kiwanis Court Replacement (design)
- Playground Renovations\* – replacement of obsolete equipment at Shore Hills Park
- Horseshoe Lake Bathroom Renovation\* – exterior improvements/renovation, ADA compliance, heat and hot water installation; goal of having bathroom facilities available year-round.

\*Proposed utilization of \$112,500 in Open Space Trust Funds to offset the cost of Shore Hills Park Playground Renovation and Horseshoe Lake Bathroom Renovation.

Additional discussion occurred with regard to the proposed bathroom renovations at Horseshoe Lake. Council members also asked about the HLS concession stand. Improvements for the concession stand are not currently in the plan. Mr. Shepherd will provide Council with additional details of plans for Short Hills Park. General Council discussion occurred with regard to prioritizing projects that benefit the highest number of residents.

## **Information Technology**

Review of IT Capital Budget items included the following:

- PC Purchase (replacements)
- Network Infrastructure Upgrades
- Security Cameras
- Personal Computer Purchases /Hardware
- Upgrades to Council Audio System
- Network Infrastructure Upgrades
- Software Upgrades
- Security Camera Purchase & Installation
- Conference Room Upgrades

Deputy Mayor Hall asked about the status of implementing public WiFi access at Horseshoe Lake. Mr. Kuncken advised that the Horseshoe Lake public WiFi access project is complete.

Deputy Mayor Hall asked if security cameras are being proposed for parks or for other purposes. Mr. Kuncken replied that the purchase of security cameras is being requested for various locations, including parks and other buildings throughout Roxbury. Mr. Kuncken will provide a list to the council.

Deputy Mayor Hall asked if the Information Technology Department needs any additional funding to enhance data security. Mr. Kuncken spoke about the benefits of previous investments such as cybersecurity training and firewall upgrades that were completed in 2020 that have proven advantageous.

Councilman Crowley asked about details of the network infrastructure. Mr. Kuncken replied that the system is point to point network.

Mayor DeFillippo inquired if there was money in the budget to conduct hybrid meetings in the council chambers. Mr. Kuncken informed Council that hybrid meeting equipment has been purchased with grant money and is in the process of being completed.

Councilman Zoschak expressed interest in organizing virtual meetings for senior citizens. Mr. Kuncken confirmed that this could be facilitated.

### **Fire and EMS**

Discussion regarding Capital Budget items occurred, including the following:

- Air Pack Replacement – all air packs are being replaced to avoid having different types among the departments
- Turnout gear – Council members requested information regarding the number of active members for who will be receiving the turnout gear. Mr. Shepherd will report back to Council with of list of active Fire Department members.
- Fit Tester Machine
- Hurst Tool for Company No. 3

### **Library**

Discussion occurred with regard to the Library project to replace the primary exterior sign with a digital version. Library is requesting \$15K through Township Capital Budget with the remaining \$20K to be paid through the Library Fund. A discussion occurred about digital signage in the historical district.

The review of the Capital Budget concluded. Mr. Shepherd stated that he will report back to Council on the outstanding questions. Mr. Shepherd stated that Mike Kobylarz will attend the next meeting for to review the Engineering portion.

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

None

### **PUBLIC PORTION (3 Minutes /1 Appearance per Individual)**

*Mayor DeFillippo reminded telephonic callers who would like to speak on any issues to press \*6 (star six) to unmute their phone.*

**Hearing no comments, Mayor DeFillippo 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)**

*Mayor DeFillippo reminded telephonic callers who would like to speak on any issues to press \*6 (star six) to unmute their phone.*

**Hearing no comments, Mayor DeFillippo closed the Public Portion.**

**EXECUTIVE SESSION**


None

**ADJOURNMENT**

At 8:45PM, Councilwoman Albrecht made a motion to adjourn the meeting. Deputy Mayor Hall seconded the motion.

Voice Vote: All in Favor – Yes; Motion carried unanimously, 6 to 0.

Submitted by:

  
Amy E. Rhead, RMC  
Township Clerk

**MINUTES APPROVED BY COUNCIL:**

**DATE:** February 23, 2021

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