

**March 22, 2022**

A Regular Meeting was held by the Township Council of the Township of Roxbury on March 22, 2022, at the Municipal Building located at 1715 Route 46 in Ledgewood, New Jersey at 7:30PM.

**PLEDGE OF ALLEGIANCE**

Mayor Rilee 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, 2021, 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)**, Councilman Thomas Carey, Councilman Mark Crowley, Councilman Robert DeFillippo (*attended remotely*), Councilman Fred Hall, Councilman Shawn Potillo (*attended remotely*), Mayor Jim Rilee; **Absent:** Deputy Mayor Jaki Albrecht

**Also Present:** John Shepherd, Township Manager; Amy Rhead, Township Clerk; James Bryce, Associate Township Attorney

**Staff:** Robert Kuncken, IT Director; and Rick Blood, Director of Public Works attended in person at Town Hall; additionally, Michele O'Halloran, Executive Assistant to the Township Manager, attended remotely

**Public:** approximately twelve (12) members of the public attended in-person at Town Hall; approximately four (4) members of the public, Mike Condon, Roxbury Register reporter, and Fred Aun, TAPinto Roxbury reporter, attended remotely.

**Mayor Rilee amended the order of the agenda to remind everyone of Councilman Crowley's request for a resolution in support of Ukraine. Mayor Rilee read Resolution No. 2022-082 into the record.**

**RESOLUTION NO. 2022-082**

**A RESOLUTION OF THE TOWNSHIP OF ROXBURY  
IN SUPPORT OF UKRAINE**

*WHEREAS, the sovereign nation of Ukraine has been invaded by Russia at the direction of President Vladimir Putin on February 24, 2022; and*

*WHEREAS, the Russian attack was unprovoked and illegal; and*

*WHEREAS, many innocent Ukrainians have been needlessly killed and injured; and*

*WHEREAS, Ukrainian civilians have been purposely targeted by the Russian military which is a recognized war crime; and*

*WHEREAS, the military and citizens of Ukraine have bravely and defiantly defended their homeland; and*

*WHEREAS, Ukrainian immigrants have for almost 100 years lived in Morris County, New Jersey and their descendants still reside in the County; and*

*WHEREAS, the Ukrainian people justly deserve to protect their sovereign homeland and deserve self-determination.*

**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 citizens of Roxbury Township stand with the Ukrainian people in the defense of their sovereign country. Furthermore, Roxbury Township condemns the Russian invasion and prays for a peaceful return of Ukraine for those who are currently in Ukraine and those who have been forced to flee as refugees.

Councilman Crowley made a motion to introduce Resolution 2022-082 in support of Ukraine. Councilman Hall seconded the motion.

Roll Call:	Councilman Carey	- Yes	Councilman Crowley	- Yes
	Councilman DeFillippo	- Yes	Councilman Hall	- Yes
	Councilman Potillo	- Yes	Mayor Rilee	- Yes

Motion carried unanimously, 6 to 0.

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

### **PRESENTATIONS, AWARDS, ETC.**

#### **A. Certificate of Achievement – Robert Waldron, Eagle Scout – B.S. Troop 159**

Mayor Rilee presented a Certificate of Achievement to Robert Waldron in recognition of attaining the rank of Eagle Scout. For his Eagle Scout Project, Scout Waldron replaced the floor and built three shelves in the attic of the Succasunna United Methodist Church, in addition to doing yard work and fence repair.

#### **B. Roxbury High School Structural Design & Fabrication class - construction of home for Morris Habitat for Humanity**

The following individuals were in attendance:

- Frank Caccavale, Teacher of Structural Design & Fabrication, Roxbury High School
- Dominick Miller, Principal, Roxbury High School
- Dr. Lorretta Radulic, Superintendent, Roxbury Public Schools
- Dr. Charles Seipp, Assistant Superintendent, Roxbury Public Schools
- Blair Schleicher Wilson, Chief Executive Officer, Morris Habitat for Humanity
- Liz DeCoursey, Chief Operating Officer, Morris Habitat for Humanity

Mr. Caccavale gave an overview of history, purpose, and benefits of the Structural Design & Fabrication program. General discussion occurred regarding the modular home built by students and staff. An Open House and recognition event will be on May 9, 2022, at 5:00PM. The transportation of the dwelling to Edith Place is scheduled for May 19, 2022. The new residents are expected to move in by late August or early September. Mr. Caccavale thanked the Township for providing the land, the Construction Department for assisting with educating students about building codes, and local merchants for their donations and contributions. Council Members expressed appreciation to Mr. Caccavale, school administration, students, and Morris Habitat for Humanity for bringing the project to fruition. Councilman DeFillippo pointed out that the project is another example of Roxbury’s commitment to provide affordable housing. Mr. Caccavale said project videos are available for viewing on YouTube and the Roxbury High School website.

### **APPROVAL OF MINUTES**

January 18, 2022 – Budget Meeting **HOLD** (*approval postponed until future meeting*)

There was no vote on the January 18, 2022, Meeting Minutes as they were not distributed to Council for review.

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

**Dennis Wine, 4 Holly Drive, Succasunna** (*in attendance at Town Hall*) – Mr. Wine referenced Resolution No. 2022-083 regarding the Recycling Tonnage Grant and asked if the Township is in full compliance to qualify and if the funding helps subsidize the cost. Mayor Rilee said there are various levels depending on the tonnage from our garbage and recycling collection. Mr. Wine referenced Resolution No. 2022-088, “RESOLUTION AUTHORIZING THE ENDORSEMENT OF A TREATMENT WORKS APPROVAL PERMIT APPLICATION AND A SANITARY SEWER ALLOCATION FOR ADLER ROXBURY, LLC LOCATED AT 1879 ROUTE 46, LEDGEWOOD, BLOCK 9501, LOT 1”, and asked about the accessibility from Old Traveled Way. Mayor Rilee confirmed that it is accessible.

**Hearing no further comments, Mayor Rilee closed the public portion.**

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

**A. Reports of Council Liaison Representatives and Council Committees**

Councilman Hall spoke about the following matters associated with Recreation:

- Eighth grade girls travel basketball team won the Jersey Basketball League Championship
- Easter Egg Hunt – scheduled for Saturday March 26, 2022, at Horseshoe Lake
- Thank you to Steve Sense for fixing the turf scoreboard at Horseshoe Lake
- Beach Blast – scheduled for Friday, June 3, 2022, at Horseshoe Lake (rain date 06/10/22)

Councilman Crowley thanked Council for Resolution No. 2022-082 in support of the crisis in Ukraine.

Councilman Crowley referenced the budget resolutions included on the agenda and said it is great to be part of a cohesive team that extensively reviews the budget.

Councilman DeFillippo reported on an unexpected drainage issue at the Roxbury Public Library and thanked Mr. Blood, the DPW, and Sewer Department for resolving the problem and avoiding a costly expense that could have exceeded \$16K.

Councilman DeFillippo reported that the Conkling Pond cleanup project is scheduled to begin on April 9th. He mentioned that Marge Cushing, local historian, recently expressed disappointment that the pond is sometimes referred to as Mooney Pond. Councilman DeFillippo asked everyone to be cognizant of the proper name and refer to the pond on top of Mooney Mountain as “Conkling Pond”.

Councilman DeFillippo asked Mr. Shepherd to prepare a proclamation to be presented in May during Preservation Month, in recognition of the Roxbury Historical Society’s 60th Anniversary. Mr. Shepherd will contact Ms. Cushing for details.

Councilman Pottillo stated that the Roxbury Rotary Club and the Roxbury High School Interact Club recently participated in Caldwell University’s “End Hunger Challenge.” The two clubs combined created 1,152 meals for those in need.

Councilman Pottillo reported on the Lake Musconetcong Regional Planning Board meeting. He said that last year’s harvest produced a lower number of weeds per ton than in years past.

Councilman Carey thanked everyone involved with the Morris Habitat for Humanity housing project.

Mayor Rilee mentioned that Deputy Mayor Albrecht is absent due to an unforeseen issue today.

Mayor Rilee suggested scheduling a joint meeting between the Greenway Trails Committee, Lake Hopatcong Commission, the Roxbury Trails Committee, and Mr. Shepherd to review plans for the trails through Netcong and beyond.

**B. New Business/Old Business**

Mr. Shepherd had nothing to report at this time.

Mr. Rhead had nothing to report at this time.

Mr. Bryce had nothing to report at this time.

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

**A. Application for Social Affair Permit – Swim & Sport Club, Inc., Outdoor Music Gathering (May 21, 2022; Rain Date May 22, 2022)**

Councilman Carey made a motion to approve the above-listed one-day liquor license permit application. Councilman Hall seconded the motion.

Roll Call:	Councilman Carey	- Yes	Councilman Crowley	- Yes
	Councilman DeFillippo	- Yes	Councilman Hall	- Yes
	Councilman Pottillo	- Yes	Mayor Rilee	- Yes

Motion carried unanimously, 6 to 0.

**BUDGET RESOLUTIONS** (Approval required before Introduction of Budget)

**2022-078** GOVERNING BODY CERTIFICATION OF COMPLIANCE WITH THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION'S "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964"

Councilman Crowley made a motion to approve the adoption of Resolution No. 2022-078. Councilman Carey seconded the motion.

Roll Call:	Councilman Carey	- Yes	Councilman Crowley	- Yes
	Councilman DeFillippo	- Yes	Councilman Hall	- Yes
	Councilman Potillo	- Yes	Mayor Rilee	- Yes

Motion carried unanimously, 6 to 0

**2022-079** SELF-EXAMINATION OF BUDGET RESOLUTION

Councilman Crowley made a motion to approve the adoption of Resolution No. 2022-079. Councilman Hall seconded the motion.

Roll Call:	Councilman Carey	- Yes	Councilman Crowley	- Yes
	Councilman DeFillippo	- Yes	Councilman Hall	- Yes
	Councilman Potillo	- Yes	Mayor Rilee	- Yes

Motion carried unanimously, 6 to 0.

**INTRODUCTION OF BUDGET** (Adoption scheduled for April 26, 2022)

**2022-080** MUNICIPAL BUDGET NOTICE

Councilman DeFillippo made a motion to open Municipal Budget to the public. Councilman Potillo seconded the motion.

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

Public Comment – *none*

Councilman Hall made a motion to close Municipal Budget to the public. Councilman Carey seconded the motion.

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

Councilman DeFillippo made a motion to approve the introduction of the budget by adopting Municipal Budget Resolution No. 2022-080. Councilman Hall seconded the motion.

Roll Call:	Councilman Carey	- Yes	Councilman Crowley	- Yes
	Councilman DeFillippo	- Yes	Councilman Hall	- Yes
	Councilman Potillo	- Yes	Mayor Rilee	- Yes

Motion carried unanimously, 6 to 0.

Councilman DeFillippo commended the Council, Mr. Shepherd, and staff for putting together a judicious budget. Mayor Rilee thanked Mr. Shepherd, Finance Department staff, and the Council for their work on the budget. Councilman Crowley commented that having staff members in attendance at the budget meetings is very beneficial.

**INTRODUCTION OF PROPOSED ORDINANCES**

**05-22** AN ORDINANCE TO VACATE AND EXTINGUISH ANY AND ALL PUBLIC RIGHTS IN AND TO A PORTION OF FOURTH STREET LOCATED IN THE TOWNSHIP OF ROXBURY, COUNTY OF MORRIS AND STATE OF NEW JERSEY

Ordinance No. 05-22 was introduced in writing, read by title, and will be further considered for final passage, after public hearing thereon, at a meeting of the Township Council to be held at its meeting room in the Municipal Building, 1715 Route 46 West, Ledgewood, New Jersey, on April 26, 2022, at 7:30PM.

Councilman Carey made a motion to approve the introduction of Ordinance No. 05-22. Councilman Portillo seconded the motion.

Roll Call: Councilman Carey - Yes Councilman Crowley - Yes  
Councilman DeFillippo - Yes Councilman Hall - Yes  
Councilman Potillo - Yes Mayor Rilee - Yes

Motion carried unanimously, 6 to 0.

**HEARING AND ADOPTION OF ORDINANCES ON SECOND READING**

None

**INTRODUCTION AND ADOPTION OF RESOLUTIONS**

**2022-081** A RESOLUTION INCORPORATING BY REFERENCE HEREIN AND APPROVING THE FOLLOWING NUMBERED RESOLUTIONS LISTED ON THE REGULAR COUNCIL MEETING AGENDA FOR THIS DATE:

*\*NOTE: listing of numbers is out of sequence for the following reason(s): Resolution No. 2022-070 was PULLED / TABLED on 03/08/22 and was subsequently reintroduced and approved by the Governing Body at this March 22, 2022, Regular Council Meeting; a separate, stand-alone vote was taken on Resolution No. 2022-082 earlier in the meeting; therefore, it was not included in this incorporating resolution.*

2022-070,\* \*2022-083, 2022-084, 2022-085, 2022-086, 2022-087,  
2022-088, 2022-089, 2022-090, 2022-091, 2022-092

Councilman Hall made a motion to approve the adoption of Incorporating Resolution No. 2022-081. Councilman Crowley seconded the motion.

Roll Call: Councilman Carey - Yes Councilman Crowley - Yes  
Councilman DeFillippo - Yes Councilman Hall - Yes  
Councilman Potillo - Yes Mayor Rilee - Yes

Motion carried unanimously, 6 to 0.

**2022-070** A RESOLUTION AUTHORIZING THE THIRD YEAR OPTIONAL EXTENSION OF THE CONTRACT AWARDED TO NSI CLEAN WORLDWIDE, INC. FOR JANITORIAL SERVICES

*NOTE: Resolution #2022-070 was previously PULLED / TABLED from Council Meeting Agenda of March 8, 2022.*

**2022-082 VOTED ON SEPARATELY - A RESOLUTION OF THE TOWNSHIP OF ROXBURY IN SUPPORT OF UKRAINE**

**2022-083** A RESOLUTION AUTHORIZING THE TOWNSHIP TO APPLY TO THE NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION FOR THE 2021 RECYCLING TONNAGE GRANT

**2022-084** A RESOLUTION AUTHORIZING THE ACCEPTANCE OF A CASH PERFORMANCE GUARANTEE SUBMITTED BY ADLER ROXBURY, LLC TO GUARANTEE THE COMPLETION OF SOIL MOVING OPERATIONS IN ACCORDANCE WITH A SOIL MOVING PERMIT FOR BLOCK 9501, LOT 1, MORE COMMONLY KNOWN AS 1879 ROUTE 46 WEST, ROXBURY TOWNSHIP

**2022-085** A RESOLUTION AUTHORIZING THE AWARD OF A TWO-YEAR CONTRACT TO TONY’S CONCRETE CONSTRUCTION COMPANY INC. FOR SIDEWALK REPLACEMENT

**2022-086** A RESOLUTION AUTHORIZING THE THIRD YEAR OPTIONAL EXTENSION OF THE CONTRACT AWARDED TO AMBER AIR INC. FOR HVAC MAINTENANCE AND REPAIR

**2022-087** A RESOLUTION AUTHORIZING THE REFUND OF SEWER UTILITY OVERPAYMENT

**2022-088** A RESOLUTION AUTHORIZING THE ENDORSEMENT OF A TREATMENT WORKS APPROVAL PERMIT APPLICATION AND A SANITARY SEWER ALLOCATION FOR ADLER ROXBURY, LLC LOCATED AT 1879 ROUTE 46, LEDGEWOOD, BLOCK 9501, LOT 1

**2022-089** A RESOLUTION AUTHORIZING THE ACCEPTANCE OF A MAINTENANCE SURETY BOND, ACCEPTANCE OF THE OFF-SITE SANITARY SEWER IMPROVEMENTS AND APPROVING THE RELEASE OF THE PERFORMANCE SURETY BOND POSTED BY QUICKCHEK CORPORATION FOR THE PROJECT LOCATED AT 84 ROUTE 206, BLOCK 9202, LOT 8.01

**2022-090** A RESOLUTION AMENDING THE MEMBERSHIP OF THE ROXBURY TOWNSHIP FIRE DEPARTMENT

**2022-091** A RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS

**2022-092** A RESOLUTION AUTHORIZING THE PAYMENT OF BILLS

**PERSONNEL CHANGES**

None

**COMMUNICATIONS**

March 11, 2022

March 18, 2022

**Item #1 Roxbury Township Memorial Day Parade – Main Street, Succasunna 10AM**

Councilman Pottillo commented that he is looking forward to the Memorial Day Parade.

*At this time, Council Members made the following additional comments:*

Councilman DeFillippo said it was great to hear about the Beach Blast.

Councilman Hall thanked Councilman DeFillippo for his contributions to community events.

Mayor Rilee asked Ms. Rhead to include Planning Board and Zoning Board minutes in future Communications packets. Ms. Rhead said she will make sure they are included going forward.

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

**Robert Kluska, 274 Emmans Road, Flanders** (in attendance at Town Hall) – Mr. Kluska asked if the March 29, 2022, Budget Meeting is cancelled. Mayor Rilee confirmed the March 29, 2022, meeting has been cancelled.

**Michael Andrejcisk, 250 Mt. Arlington Boulevard, Landing** (in attendance at Town Hall) – Mr. Andrejcisk asked for an update on the Shippenport Road paving project. Mr. Blood replied that paving will begin once the developer finishes installing utility and power lines.

**Hearing no further comments, Mayor Rilee closed the public portion.**

**EXECUTIVE SESSION**

**2022-093 NOT USED** - A RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF ROXBURY, IN THE COUNTY OF MORRIS, NEW JERSEY AUTHORIZING CONFERENCE OF THE TOWNSHIP COUNCIL WITH THE PUBLIC EXCLUDED

**ADJOURNMENT**

At 8:10PM, Councilman Hall made a motion to adjourn the meeting. Councilman Carey seconded the motion.

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

**MINUTES APPROVED BY COUNCIL:**

**DATE:** June 28, 2022

Submitted by:

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

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Amy E. Rhead, RMC  
Township Clerk