

March 13, 2012

A Budget Meeting of the Township Council of the Township of Roxbury was held on March 13, 2012 at the Municipal Building located at 1715 Route 46 in Ledgewood, New Jersey at 6:00PM. (*NOTE: this meeting was originally scheduled on the Annual Meeting Notice to begin at 7:30PM; however, adequate public notice was provided amending the start time to 6:00PM.*)

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: Notice was published in the Daily Record on March 10, 2012; Notice was faxed to the Daily Record, the Newark Star Ledger, the Roxbury Register, and was posted on the bulletin board in the main hallway of the Municipal Building on March 8, 2012.

ROLL CALL (Present): Councilman Gary Behrens
Councilman Mark Crowley
Deputy Mayor Kathy DeFillippo
Councilman Jim Rilee
Councilman Martin Schmidt (arrival at 7:25 p.m.)
Mayor Fred Hall

Absent: Councilman Richard Zoschak

Also Present: Christopher Rath, Township Manager
Amy Rhead, Acting Township Clerk
Kathy Florio, Administrative Aide

Staff: Lisa Spring, CFO/Treasurer
Patty Reiche, Assistant to the CFO
Michael Kobylarz, Township Engineer (departure 6:40PM)
Rick Blood, DPW Director

Public: two members of the public arrived at 7:15 p.m.; two additional members arrived at 7:25 p.m.

Mayor Hall amended the order of the agenda to allow for discussion of items listed under “A. 2012 Operating Budget” under the category of REPORTS OF COUNCIL LIAISON REPRESENTATIVES, COUNCIL COMMITTEES AND NEW BUSINESS/OLD BUSINESS, as follows:

Sewer Utility

Mr. Rath spoke about the sewer budget being down due to debt being paid off (e.g. Landing sewer lines that were installed in the early 1990’s, etc.), and pointed out that the Township would no longer be receiving assessment money as revenue.

Councilman Rilee asked about the long term viability of the Sewer Utility. Mr. Rath summarized the current 2.4 million dollar surplus and the capital expenses anticipated to take place within the next (approximately) five years. He said that approximately \$300,000 per year is budgeted to replenish the fund, but that he would provide a more accurate projection upon the completion of the multi-year analysis that Mrs. Spring was in the process of finalizing.

Deputy Mayor DeFillippo pointed out the increasing mandates from the state that could affect the strength of the fund. Mr. Kobylarz spoke about the possibility of the NJDEP decreasing effluent discharge limits. He said he was awaiting clarification about whether the NJDEP would be imposing the restrictions in the upcoming period or in five years when the Township’s permit is up for renewal. Cost of sludge disposal was discussed. Mr. Kobylarz said that, while sludge quantities have increased, a

change in the disposal location resulted in a cost savings. Councilman Crowley asked for more information on the chemical the NJDEP wanted reduced. Mr. Kobylarz explained that the NJDEP was looking for the Township to remove higher percentages of phosphorous from the effluent.

Councilman Crowley asked about the discrepancy between amounts in the line items for educational stipends. Mr. Raths explained that, in the past, the payroll department gave a stipend for every license that someone held and certain employees are grandfathered in according to those rules. He continued that for future similar situations, it has been clarified that the stipends are only to be given out for the highest license held, not every license.

Deputy Mayor DeFillippo asked why there was no money budgeted for Information and Technology. Mr. Kobylarz said that no money was requested, so the line item does not appear.

Deputy Mayor DeFillippo asked about the request for Natural Gas being less than the amount expended in 2011. Mr. Kobylarz said that the request was based on a three year average. He said that the amount being requested should be sufficient, especially since the weather had been warmer than in the past.

Deputy Mayor DeFillippo asked about discrepancies in the Alarms & Phones line item. Mr. Kobylarz explained that the implementation of a new internet based monitoring system in 2010-2011 allowed for the removal of the dedicated phone lines and resulted in a cost savings of approximately twelve thousand dollars.

Councilman Behrens referenced the three hundred thirty thousand dollar request for electricity and the feasibility of converting to natural gas. Mr. Kobylarz said that he would have to evaluate whether or not any of the machines could be converted.

Deputy Mayor DeFillippo asked why there was such a large fluctuation in the postage amounts from year to year. Mr. Raths and Mr. Kobylarz said they would look into it and report back to Council.

Mayor Hall asked why the health benefit line item had not increased. Mr. Raths acknowledged that it did not seem correct and said he would review with Mrs. Spring and report back to Council.

Mayor Hall asked what the standardized percentage increase is across the board in all departmental budgets. Mr. Raths said he could not provide an accurate percentage until all the actual numbers have been submitted

Water

Mrs. Spring reviewed revenue and expense projections associated with the Water Utility. She noted that there was no deficit carried over from the previous year.

Deputy Mayor DeFillippo attributed the rate increases over the past few years and the MUA settlement as a factor in the Water Utility's improved budget standing.

Further discussion ensued regarding amounts requested for supplies and other various expenses, some of which were attributed to the cost of consulting services for the Mount Arlington Boulevard project and increases in the cost of gasoline. Higher than anticipated natural gas expenses were said to be a result of power generator usage, specifically for emergency purposes on Orben Drive. It was pointed out that water testing costs were considerably higher than in past years which Mr. Kobylarz explained was due to NJDEP requiring extra testing.

Discussion occurred regarding the possible coordination between the Health Department, NJDEP and the Township of Roxbury to somehow include residents of the Township of Roxbury in the testing process to offset the private testing fees incurred by residents.

Department by Department

Snow and Ice

Mayor Hall questioned the ability to accurately budget for snow and ice removal and asked if any excess could be banked for future use, if needed. Mr. Rath replied that the snow and ice account is one of the few line items in the budget that can be reserved. Councilman Rilee noted that it was unlikely that there would ever be any left over money in the account since the Township has a very tight budget and that unexpended funds are normally transferred within the budget to cover deficits in other line items.

Mrs. Spring discussed the FEMA reimbursement money and said that once it is received a portion would be used to pay back some of the line items used to cover the costs and some would go to surplus. She further explained that an existing dedicated Trust Fund would be needed in order to place the entire amount into surplus.

Mr. Blood explained that costs associated with contracted services for snowplowing had increased because of the Township having an insufficient number of plowing vehicles and because of the decreased staffing level due to the privatization of the sanitation services. Mr. Rath added that it is significantly less expensive to hire part-time drivers as opposed to purchasing more trucks.

Public Works

Mr. Blood discussed the fees associated with the contracts, repairs, and insurance deductible (due to theft and vandalism) for the DPW and Fire towers

Mayor Hall asked Mr. Blood for his thoughts regarding single-stream recycling that is being promoted by the MCMUA. Mr. Blood said that the co-mingling process may be easier for residents but he maintained that it is economically advantageous to keep separating recyclables because of the rate of return on paper. He also said that the DPW is always looking for improved marketing strategies to encourage recycling.

Sanitation/Recycling

Mr. Blood spoke about the contracted amount for the five year term for privatized sanitation services and noted that the amount shown for 2011 was for a partial year worth of services.

Buildings & Grounds

Mrs. Reiche explained the budget reduction was due to re-categorizing of an existing employees salary from Buildings & Grounds to Park Maintenance.

Mr. Blood spoke about the reorganization of air conditioning and HVAC costs to more accurately reflect the actual expenses.

Mr. Blood reported that the alarm monitoring cost increase was due to the addition of a fee for required annual testing of all detectors that was not previously included in the budget.

Equipment & Repairs

No discussion

Municipal Services Agreement

Mrs. Spring and Mr. Blood explained the calculations that are used to reimburse total snow removal budget and noted that the bills are paid the following year. Deputy Mayor DeFillippo wanted verification that reimbursements are equivalent to the amount it would cost for the municipality to provide equivalent services. Mr. Blood said that the reimbursements to the condominium complexes are based on the number of stops the trucks make and that there may be a decrease in the line item next year. Mr. Rath concurred.

Public Assistance

Mayor Hall noticed that there were no monies budgeted for the Neighbors Helping Neighbors program. He said he would ask Councilman Schmidt about it at a later date.

Health Department

Mr. Rath discussed the success of the Shared Health Services Agreement with Randolph Township. Mayor Hall requested that further breakdowns of all Shared Services Agreements be provided to Council members.

Senior Activities

Discussed at previous meeting

Bloodborne Pathogens/Health

No discussion

Animal Control

No discussion

Environmental Commission

Mr. Rath reported that he would be recommending budgeting an additional \$1,100.00 to the Community Garden account at the request of Tricia Fragale and Councilman Schmidt. Mr. Rath explained that the various costs, including the installation of new fencing, would be offset by income from the fees to rent the plots.

Recreation Administration

Deputy Mayor DeFillippo asked about the change in the salary and wage account. Mrs. Spring and Mr. Rath discussed the correction of a previous error in recording part-time employee salaries resulted in the difference.

Councilman Behrens requested an answer to the question he asked at the last meeting regarding the "storage rental usage" charge. Mrs. Spring said she did not get a clear answer from Mr. Stierli. The Council agreed to strike it from the budget.

Leisure Activities

Discussed at previous meeting

Park Maintenance

Discussion took place regarding the lack of guard rails on the Emmans Road Bridge and the equipment that was left scattered around the area. Mr. Rath said he would contact Mr. Hammond at the County and ask him for a status update on the project and cleanup.

Councilman Behrens asked about the uniform and boot expenses. Mr. Blood explained that some employees are still provided with shirts, jackets, and/or boots. He said that the costs are expected to decrease after the Township transitions to using a uniform service instead.

7:25PM: Councilman Schmidt arrived. Mayor Hall amended the agenda to return to discussion on Public Assistance.

Mayor Hall asked Councilman Schmidt why there was not a budgeted amount for the Neighbors Helping Neighbors program. Councilman Schmidt replied that a financial contribution was not requested because the program is entirely self-funded.

Mayor Hall returned to the amended order of the agenda.

Musconetcong Regional Planning Board

Councilman Rilee pointed out that this was the first time in over a decade that the LMRPB had requested an increased contribution. The Council had no objection to the new fee.

Public Library

No discussion

Energy/Utilities

Mr. Rath spoke about increases in the cost of gasoline. Councilman Behrens questioned the enterprise costs associated with hydrants. Mr. Rath explained that the Water Department maintains the hydrants and charges a fee to the general fund and to Roxbury Water Company. Councilman Rilee asked about the fees charged by Mount Arlington. Mr. Rath responded that they are comparable to the Roxbury fees. Mr. Rath said that a more detailed breakdown would be provided to Council.

Tipping Fees

Mr. Rath noted that tipping fees are included in the contract with Blue Diamond.

Social Security

No discussion

PFRS & PERS Pension

No discussion (statutory expenses)

DCRP

Mrs. Reiche noted that the Defined Contribution Retirement System is a new tab in the budget books.

R.O.M.A.C. – Municipal Alliance

Mr. Rath noted that costs are offset by funding from the Municipal Alliance Grant.

Interlocal Services Agreement/PHPF

Mr. Rath spoke about the established contracts and explained that the increase was due to the number of radios needed to accommodate with the new dispatch system.

Senior Citizen Disabled Resident Transport Grant

No discussion

Municipal Court

Mr. Rath verified that the Municipal Court budget had undergone an audit. Mrs. Spring reported on the monthly revenue and the special surcharge to cover the costs associated with the services of the Public Defender. Mr. Rath pointed out that the quarterly reports would reflect the actual figures.

Length of Service Award (LOSAP)

Councilman Rilee provided an overview of the Length of Service Award Program.

Capital Improvement Fund

No discussion

Bond Principal

No discussion

Note Principal

No discussion

Bond Interest

No discussion

Note Interest

No discussion

Green Acres Loans

No discussion

Pooled ERI Pension Loan

Mrs. Spring summarized the refunded bond issue and said that the rates have actually gone down due to being held at the County level, but expects them to go up over the next few years. Mr. Raths reminded Council about the State's 2002 increased pension contribution mandate and the Township's subsequent refinancing efforts with the County's support.

Interfund Repayment

Mr. Raths stated that this is the last payment in the repayment to the Sewer Utility.

Salary Reserves

Mr. Raths referenced a previous memo that had been sent to Council outlining the salary recommendations. Councilman Rilee asked if there had been any discussion in regard to salaries associated with the staff in the Clerk's Office. Mayor Hall responded in the negative and concurred that discussion was needed.

Reserve for Uncollected Taxes

Mr. Raths stated that the auditor was comfortable with the number as recommended.

Water Utility

No discussion

Sewer Utility

No discussion

Dog Trust Fund

No discussion

Mr. Raths summarized the budget, as follows:

- operating budget: reduced by approximately \$36,000.00
- total budget: increased by .062% or \$173,000; which is inclusive of \$150,000.00 for needed Capital Improvements
- tax rate: equivalent to approximately \$48.00 on a \$200,000 house.
- almost \$800,000.00 under the cap

Further discussion occurred regarding the Clerk's salary line item. It was determined that there was a sufficient amount of money in the budget to cover possible recommendations.

Mayor Hall commented on the exceptional job that was done preparing the budget documents.

Mayor Hall allowed for a ten minute recess, returning at 8:20PM.

Discussion regarding the Clerk's Salary resumed. The Council agreed to increase the hourly rate of the current part-time position to \$14.00 per hour and increase the hours of the same part-time position to twenty nine (29) hours per week. The Clerk's vacation buy back was approved and a prorated increase in the Clerk's salary effective immediately.

Mayor Hall returned to the order of the agenda.

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

Councilman Schmidt reported on the date for the opening of the Community Garden.

Councilman Rilee reported that the County seems to have renewed their focus on efforts to move forward with the Route 10 and Hillside Avenue project after he called and inquired about the reasons for the delay.

Councilman Behrens reported on his attendance at the Economic Development Committee meeting earlier in the day.

Councilman Crowley reported on the recent meeting of the Open Space Committee and asked about the status of the request from Roxbury Area Model Airplane Club (RAMAC) regarding the potential use of Township property to fly the planes. Mr. Rath said that Mr. Kobylarz was continuing to look into it.

Councilman Crowley asked Council members to compile a list of questions for the Computer Committee to address at their next meeting.

Deputy Mayor DeFillippo pointed out the new Township website is up and running and encouraged everyone visit www.roxburynj.us

Deputy Mayor DeFillippo reported on the Economic Development Committee meeting held earlier in the day. Topics of conversation included:

- Roxbury being recognized by winning the America's 100 Best Communities award
- Township's new website
- Ribbon cutting event for new Trail System at Horseshoe Lake, scheduled for June 2, 2012
- Economic Development Committee and Chamber of Commerce will be hosting a Meet & Greet event for businesses on March 30, 2012 from 5:00 p.m. to 7:00 p.m. at Junction 46

Deputy Mayor DeFillippo also announced the date, time and location of the next Neighborhood Meeting.

Deputy Mayor DeFillippo spoke about the upcoming MS Walk fundraising event scheduled for April 15, 2012. She mentioned that the St. Baldrick's fundraising event would also be taking place on April 15, 2012.

Deputy Mayor DeFillippo and Councilman Behrens also reported that the Roxbury EDC had extended an invitation to the Randolph Economic Development Committee to the April meeting.

Councilman Rilee asked for clarification regarding a memo referencing the Township utilizing the services of The Land Conservancy as he thought the Township had contracted with a different organization. Mr. Rath said their services were being used solely for securing the McNear parcel for the Landing Recreation project.

Councilman Behrens advised Council that the owner of the former Fenimore Landfill site had made a request to be permitted to accept loads on Saturdays and that the NJDEP denied the request.

Mayor Hall informed Council members that he would be attending the "Read Across America" at Kennedy School on March 14, 2012.

Mayor Hall informed Council that the Trails Committee would be meeting on March 14, 2012 and would be taking part in a walk-through of the proposed trails location.

Mayor Hall reported that the Recreation Committee held a Coaches Recognition event on March 10, 2012. He said that he, Councilman Crowley, and approximately one hundred people attended the ceremony.

Mayor Hall advised Council members that Investors Bank would like to extend the term of the Naming Rights Agreement for and additional five years. He advised that the Bank suggested providing additional funding to RoxPac if the extension request is approved. Council discussed and requested that a review of the sign design and the original lease be completed prior to making a final decision. They also requested that Mark Barbone come before Council to further discuss the proposal.

The Council agreed to cancel the April 3, 2012 Budget Meeting.

Mayor Hall reported that the Easter Egg Hunt is scheduled for March 24, 2012.

Mr. Rath reported that a letter notifying residents in the Mooney Mountain area about the April NJDEP meeting regarding the former Fenimore Landfill site was sent out.

Mr. Rath informed Council that he would be attending meeting with the NJDEP on March 15, 2012, at which time he would be submitting all the permit applications for the temporary access road. Mr. Rath reported that a waiver and Green Acres diversion provides Roxbury with a two and a half year window of opportunity to use the area.

Deputy Mayor DeFillippo requested confirmation on the start time for the Main Street Streetscaping Committee meeting scheduled for March 14, 2012. Mr. Rath said that the information would be relayed the next day via email.

Mrs. Rhead thanked the Council for giving her the opportunity to serve as Acting Clerk for the past two years. She acknowledged and expressed sincere gratitude for the support and assistance she has received from the Roxbury Council members and the staff.

A. 2012 Operating Budget

- 1. Department by Department** – *previously discussed*
- 2. Sewer** – *previously discussed*
- 3. Water** – *previously discussed*

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

None

PUBLIC PORTION

None

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

March 9, 2012

Councilman Rilee made a motion to file Communications for March 9, 2012.
Councilman Schmidt seconded the motion.

Voice Vote: All in Favor – Yes

Motion carried 6 to 0.

PUBLIC PORTION

Ralph Nappi

29 Ford Road, Landing

Mr. Nappi asked for an update on the status regarding efforts to speak to the owner’s of the Tom’s Diner property. Mr. Rath said that a letter had been sent to the property owners and he was awaiting a response.

Richard Keir

529 Curtis Road, Landing

In regards to the recent Lake Hopatcong Commission meeting, Mr. Keir reported that the NJDEP had worked out insurance and equipment issues and agreed to take over the responsibilities of maintenance and weed harvesting until such time funding to the Commission is restored.

Joyce Ferraro

3 Sandra Court, Flanders

Ms. Ferraro questioned the validity of a detour sign with a plastic bag covering it on Emmans Road. Mr. Rath thanked Ms. Ferraro for bringing it to the Township’s attention and said he would contact the County and request that it be removed.

EXECUTIVE SESSION

None

ADJOURNMENT

At 9:00PM, Councilman Rilee made a motion to adjourn the meeting. Councilman Schmidt seconded the motion.

Voice Vote: All in Favor – Yes

Motion carried 6 to 0.

Submitted By:

Amy E. Rhead
Acting Township Clerk

MINUTES APPROVED BY COUNCIL

DATE: October 9, 2012

ROLL CALL: Councilman Behrens – Yes
Councilman Crowley – Yes
Councilman Schmidt – Yes
Councilman Zoschak – Abstain
Mayor Hall – Yes