

## **MARCH 2, 2010**

A Budget Meeting of the Township Council of the Township of Roxbury was held on March 2, 2010 at 1715 Route 46, Ledgewood, New Jersey at 7:30 PM.

### **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 faxed to the Daily Record, the Newark Star Ledger and the Roxbury Register on December 18, 2009; notice was posted on the bulletin board in the main hallway of the Municipal Building on December 18, 2009.

**ROLL CALL:** Councilmen Gary Behrens, Fred Hall, Martin Schmidt; Councilwoman Kathy DeFillippo and Mayor Jim Rilee.

**ALSO PRESENT:** Christopher Raths, Township Manager; BettyLou DeCroce, Township Clerk; and Michelle Pincus, Administrative Assistant to the Clerks office.

**Absent:** Councilmen Timothy Smith and Richard Zoschak

### **APPROVAL OF MINUTES**

#### **Minutes for Approval**

None

#### **Executive Minutes to Be Released to the Public**

None

### **PUBLIC PORTION**

#### **Julie MacKay**

**29 Arlington Avenue, Ledgewood**

Ms. MacKay discussed voter fraud issues pertaining to non-citizens registering and voting. Also, discussed lottery money not going toward education issues as promised.

Council advised Ms. MacKay that these issues pertaining to the laws of the Federal Government and they agree with her on all the issues.

#### **Robert Kluska**

**274 Emmans Road, Flanders**

Mr. Kluska had questions pertaining to contractual obligations in particular uniforms. Further, Mr. Kluska asked about educational funds and questioned how the process is for the course being taken. Council stated that any course taken has to be passed with a certification any order to be reimbursed for the cost. Council stated that any changes would take when contracts are up for renegotiations.

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

Mr. Behrens stated that there is a school board budget meeting coming up and he and Mr. Hall will be attending.

Mr. Hall handed out a list of shared service items for the council and would like any input they can give.

Mr. Hall stated that there would be a Shared Services meeting with the school in the next week. He will keep Council advised.

Mr. Hall would like the open position on the Board of Adjustment be listed on the next agenda. Mr. Hall would like to recommend Heather Darling for the position. Council would like to make sure which position is available.

Mayor Rilee stated that it is Read Across America this week and he stopped at the library prior to the meeting and read to the children.

Mayor Rilee stated that he would like to have the County Concrete proposal sent to him prior to going away. He would like to review and give input since he will not be at the next meeting.

Mr. Rath discussed the application for the Lake Hopatcong Commission for the USEPA Grant. Mr. Rath stated it is only in-kind services. Council discussed this and agreed to participate for the funding. (Shore Hills Country Club beach)

Mr. Schmidt would like the Environmental Commission involved in getting information out.

Mr. Schmidt made a motion to approve the grant. Mr. Behrens seconded the motion.

Roll Call:        Mr. Schmidt – Yes                      Mr. Behrens – Yes  
                      Ms. DeFillippo – Yes                     Mr. Hall – Yes  
                      Mayor Rilee – Yes

Motion Carried 5 to 0.

Ms. DeCroce questioned the changing of the March 23<sup>rd</sup> Council Meeting because the Manager will be away. Mayor Rilee stated that the 30<sup>th</sup> is Passover and we cannot have the meeting. Mr. Rath will keep the agenda light and have someone represent him.

Ms. DeFillippo discussed the Neighborhood Meeting and wanted to make sure that the flyers were ready to be sent out. Ms. DeCroce, Township Clerk stated that they were being finalized and a copy would be emailed to Ms. DeFillippo to review.

**A. Old Business**

**B. Procurement Policy** – Being worked on.

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

**Operating Budget-Department Review**

**Construction Budget:** The budget is down 13.5% from year from the operating of 2009 budget. Mr. Rath stated that the majority of the budget is contractual obligations. Further, we have eliminated retired positions and over the next weeks some other positions may be eliminated overall.

Council had various questions about the line item reductions.

**Other Insurance/Group Insurance** – This budget is fixed. When there is a reduction in workforce the Medical Coverage will be dropped per employee rate. Mayor Rilee had a question pertaining to Workman’s Comp. Mrs. DeCroce stated that it is not affected with a reduction in workforce. It would be reduced with fewer claims. Also, Mrs. DeCroce stated that since she is the Risk Manager for the township we receive approximately \$41,000 (6% of overall budget) reduction in our bill during the year. Most members of the MCJIF hire an outside agency to perform their risk management work. The Health Insurance reduction would be based on the employee’s insurance plan and whether it’s family, married or single.

**Disability Insurance** – No Change

**USI Control** – State Unemployment will be going up. When we eliminate positions they will be collecting and therefore the amount being paid will be increased.

**Police Department** – Mr. Rath would like to hold until the Chief is present.

**Traffic Control – Crossing Guards.** Mr. Rath stated that in the future they would be on a salary scale so they are paid 12 months out of the year. When it was not done that way some of the crossing guards were collecting unemployment during the summer months.

**Dispatch** – We will hold because we may be able to turn over to the County dispatch in July.

**Emergency Management-** Council agreed to leave the proposed budget in place.

**Fire/First Aid** – Hold until they can come before Council.

**Safety Office** - Council agreed to leave the proposed budget in place.

**Fire Prevention** - Council agreed to leave the proposed budget in place.

**Streets & Roads** – Mr. Rath stated the budget had a 5.6% increase due to O/E salary is up because of a smaller offset of the capital budget. When the capital budget projects are down then we cannot charge off salary for any projects. Mr. Rath stated that tree removal is up because of an increase of trees that need to be taken down. Ms. DeFillippo questioned line-item #206 drainage and storm water is up \$15,000.00. There wasn't definitive explanation so Mr. Rath will research and get back to Council.

**Snow & Ice** - Budgeted the same as last year.

**Public Works** - Mr. Rath stated that there could be adjustments in salary in this department. There is a reduction of \$4,500.00 from last year's budget.

Mr. Hall asked if there is any chance to reduce training classes to cut some costs. A certification class has to remain but regular training is not. Mr. Rath stated that he would look at training classes to see if there can be savings. Mrs. DeCroce who serves as Risk Manager for the Township stated that the MCJIF offers accredited classes for our employees and has received approval from DCA. Further, Mrs. DeCroce stated that they do not cost the township any money. Also, the MCJIF is working on accreditation of police departments. It has been proven that with the accreditation municipalities have fewer claims out of their police departments. In overall numbers 60% of the claims for casualty are out the PD. Mr. Blood stated that Mr. Pellek trains the trainer program for safety with the township employees. Mr. Rath stated that the County of Morris also offers classes. Mr. Hall stated that we should coordinate these assets together so we can utilize the services offered to save the township money.

**Line Item 221 – CDL Training** – Mr. Blood stated that the budgeted amount is for physicals as required by law. Mr. Rath stated that the allocation should be checked on.

**Line Item 289 Equipment Purchases** – Mr. Blood stated that the \$500.00 is for a zip level between one location and another. Mr. Blood stated that he should have purchased it but failed to. Further, discussion took place that the item needs to be purchased during this budget cycle. Council agreed to keep it in.

**Sanitation/Recycling** – The department is down 1.4% and the biggest reason is the recycling trust is profitable because we sell our recycling on the market. Mr. Blood should be given credit for going out to the market and getting the best price he can receive. Discussion took place with regard to the recycling schedule. Mr. Rath will check the days open to see if there is a substantial savings. Ms. DeFillippo stated that the personnel at the Recycling Center were very helpful when she was there.

**Line Item 205 Clean Communities Fund** – The budget is needed for public relations because of mandatory notification. Council agreed that the \$1,000.00 can be dropped and other sources can be used to accomplish the notification process.

**Line Item 271 – Compost Disposal** – Mr. Schmidt asked if there any way we could do it our self. Mr. Blood stated that Randolph had tried and the complaints were heavy between residents and the DEP.

**Buildings & Grounds** – Mr. Rath stated that the budget is up because of material and supplies and some of the utility line items.

Mr. Schmidt questioned that Line Item 207 (Pest Control) from \$2,400 (09) to \$3,800. Mr. Rath stated that he would check on it.

**Contracted Services** - Mr. Rath stated that it is all contracted out for HVAC, roofing, electrical and plumbing.

Mr. Schmidt questioned when the complete new roof is needed on 1715 Rt. 46. Mr. Rath was not sure and would check into it and advise council.

**Equipment & Repair** – The amount is lower because the vehicles are leased and fall under more warranties. Leasing has helped the repair aspect of the vehicles. Mr. Blood will check on some of the purchases that were spent in a spike in this line item.

Mr. Schmidt questioned the kind of oil we use. Mr. Schmidt stated that going to synthetic you could go to 8,000 miles. Mr. Blood stated that they try to use synthetic.

**Municipal Services Agreement** – Statute obligation.

**Public Assistance** – Line Item #263 Neighbors Helping Neighbors can be zeroed out Mr. Schmidt stated.

**Health Department** – The loss of the contract with Wharton caused the layoff of an employee. There may be additional funding for the H1N1 vaccines from the federal government. Mr. Rilee stated that the salary amounts still seem wrong especially because there is a reduction in forces. Mr. Rath will provide a new salary sheet to Council on the Health Department.

**Senior Activities** – Dial-a-Ride drivers and the two senior clubs. Health Benefit payment reimbursement. Lisa Spring, Chief Financial Officer explained that it is not paid out until the year is up and the employee is still with the township. Mr. Rath stated that it has always been his belief that there is a MAPS program from the county and surrounding towns have dial-a-rides. Mr. Rath stated that he had contacted Dr. Rossi, Superintendent about a possible shared service. Dr. Rossi returned the call last week and he, Mr. Rath and Mr. Grisi will meet to discuss the possibility of a shared service. Mr. Rath will keep council advised.

Mr. Kluska questioned why one senior club has more then the other. Mayor Rilee stated that it all depends on membership. Mr. Rath will check on the membership to equal the dollars allocated.

**Animal Control** – The dog fund supplements the service. Mr. Schmidt questioned if we have a dog count. Mr. Rath stated that we do have a dog census each year.

**Environmental Commission** – Small reduction based on previous years activities.

At this time the Mayor stated that we would end discussions on the budget for this meeting.

#### **DRAFT ORDINANCES FOR DISCUSSION**

None

**INTRODUCTION OF PROPOSED ORDINANCES**

None

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

None

**DRAFT RESOLUTION FOR DISCUSSION**

None

**INTRODUCTION AND ADOPTION OF RESOLUTIONS**

None

**PERSONNEL CHANGES**

None

**COMMUNICATIONS**

February 26, 2010

#3 Draft: Roxbury Township Public Library Energy Assessment for New Jersey Bureau of Public Utilities. Ms. DeFillippo asked that this be put on a future agenda.

Mayor Rilee asked if Item L under Information Update taken place. (Commerce Blvd/Rt. #10 Hillside Intersection) Mr. Rath's will look into.

**PUBLIC PORTION**

None

**ADJOURNMENT**

At 9:40PM, Mr. Schmidt made a motion to adjourn the Budget Meeting. Mr. Hall seconded the motion.

Roll Call: All in Favor – Yes

Motion Carried 5 to 0.

Submitted By:

---

BettyLou DeCrocce  
Township Clerk

**MINUTES APPROVED:**

**DATE:** April 13, 2010  
**ROLL CALL:** Mr. Schmidt – Yes Mrs. DeFillippo – Yes  
Mr. Behrens – Yes Deputy Mayor Hall – Yes  
Mr. Smith – Yes Mr. Zoschak – Abstained  
Mayor Rilee - Yes