

January 10, 2012

A Budget Meeting was held by the Township Council of the Township of Roxbury on January 10, 2012 in the Municipal Building located at 1715 Route 46 in Ledgewood, New Jersey at 7:30 PM.

PLEDGE OF ALLEGIANCE

OPEN PUBLIC MEETING STATEMENT

Adequate notice of this Budget 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 December 23, 2011; 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 December 20, 2011.

ROLL CALL (Present): Councilman Gary Behrens
Councilman Mark Crowley
Deputy Mayor Kathy DeFillippo (arrival at 7:34 PM)
Councilman Jim Rilee
Councilman Martin Schmidt
Mayor Fred Hall

Absent: Councilman Richard Zoschak

Also Present: Christopher Raths, Township Manager
Amy Rhead, Acting Township Clerk

Staff: Lisa Spring, CFO/Treasurer
Patricia Reiche, Assistant to the CFO

Public: seven (7) members of the public were in attendance

Mayor Hall amended the order of the agenda to address two recent losses and the sadness felt throughout the municipality. He spoke about a previous employee and dedicated volunteer Roxbury firefighter, Margaret McConnon, who recently passed away after a valiant struggle against cancer. Mayor Hall also offered heartfelt condolences to the family of Assemblyman Alex DeCroce after his recent unexpected and tragic passing. Council members recalled the selfless contributions of both individuals and expressed their sadness and sympathy.

Mayor Hall returned to the order of the agenda.

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

A. 2012-2017 Capital Budget Presentation

Mr. Raths thanked Lisa Spring and Patty Reiche for compiling the budget information. He presented a PowerPoint presentation that included a review of the status of the 2011 Capital Goals, including an overview of the Township's pay-as-you-go initiative; details of the year's road improvements; vehicle inventory numbers; and status of several capital projects.

- Highlights of the 2012 Capital Program objective were presented, which included:
 - continuing 'pay as you go'
 - investing in improvements in stormwater drainage
 - roadway resurfacing
 - fire safety initiatives
 - improvements at parks and recreational fields
 - roof repair (or replacement) for the building at 72 Eyland Avenue that houses the Recreation Department, Health Department and Senior Center
 - various other repairs to township-owned equipment and buildings

Mr. Raths also spoke about the vehicle replacement program and the fact that the number of vehicles has decreased significantly from previous years. He reviewed the recommendations in the Draft Capital Budget proposal, which included:

- replacing a shared municipal employee vehicle with a small SUV for miscellaneous light use
- purchase of a dump truck
- purchase of a switch-n-go truck
- transfer of vehicle(s) from the Water Department for use by the Buildings and Grounds Department

Councilman Rilee spoke about the importance of vehicle maintenance and suggested the implementation of a program that would establish some type of personal accountability for keeping them in satisfactory condition. Mr. Raths said that there is a procedure currently in place, but would investigate possibilities of expanding and/or improving it. He reminded Council of the damage caused by the Township's inability to properly remove and clean road salt from vehicles due to the recycling of the water.

Councilman Behrens expressed his thoughts about having to consider replacing a vehicle with only 50,000 miles on it and felt that, if properly maintained, the vehicles should last much longer. General Council discussion took place regarding the number of hours vehicles are used, what they are used for, and the extent to which they are inspected for damage. Mr. Raths offered to provide the Council with a copy of the preventive maintenance checklist currently in use by the Township before the next meeting and said he would reevaluate the replacement plan proposal.

Review of additional 2012 objectives included:

- closing out old ordinances
 - Council discussion ensued regarding the total dollar amount associated with same
- creating a pilot residential grant program for sidewalk repair/replacement
 - Council discussion took place regarding the details of such a program. Mr. Raths advised that there was a \$25,000 start-up cost, after which the success would be evaluated
- implementing Phase I of the Main Street Improvements (the \$250,000 grant money for the project is included in the budget)
- construction of the Company 2 Annex
 - Mr. Raths explained that the Port Morris station would be closed down. Council members requested more information on the plans for the Annex and all associated costs. Mr. Raths said they would be provided once they became available.
- completion of Landing Road design
- Trails Construction, including:
 - Black River Trail (possible grant funding)
 - Horseshoe Lake extension to Patriot's Path

2013-2017 Capital Budget.

Mr. Raths reviewed future departmental and capital infrastructure needs, including:

- roof repairs for the Municipal Building and the Library
- drainage work at Succasunna Lake
- repairs to Ledgewood Dam
- Fire and EMS equipment replacements
- Continuation of recapitalization efforts

Mayor Hall amended the order of the agenda to allow for the Public Portion

John Krickus

Washington Township

Republican Morris County freeholder candidate, Mr. John Krickus, offered condolences regarding the previously addressed losses experienced within the Township. He complimented the Council for the thorough budget presentation, for focusing on the importance of maintaining the local infrastructure, and for their efforts in providing a responsible budget. Mayor Hall and Councilman Rilee spoke about the

Council's conscious decision several years ago to strive to be a debt free municipality and the challenges associated with continuing to strive to reach that goal, such as continually rising health care costs, pensions and unfunded mandates. Mr. Krickus again applauded the Council for implementing initiatives that are in the best interest of the taxpayers and residents of Roxbury.

Robert Kluska
274 Emmans Road, Flanders

Mr. Kluska asked for clarification between the different amounts shown for roads in the capital summary and another list he had. Mr. Rath provided information on the detailed data regarding the costs of maintenance, roads, streets and sidewalks, thus illustrating that a discrepancy did not exist.

Mr. Kluska commented on the proposed increase in expenditures for the Parks and Recreation maintenance being proportionately higher than the amount recommended for roadways. He expressed concern that the number of miles of roadways targeted for improvements seem to be decreasing annually. Discussion ensued regarding the actual roads and number of miles that were included in the 2012 schedule and the impact that weather issues had on delaying many 2011 paving projects.

Mr. Kluska referenced the \$58,000 cost for replacing the boiler system at the Library in the Council budget and asked if the Library Board had decided to discontinue the previously chosen process of receiving an annual distribution of 1/3 million dollars to cover their expenses. Councilman Rilee and Mayor Hall explained that the boiler replacement issue was an emergency situation and the Council needed to provide assistance to the Library Board. Mr. Rath continued and said that the township had agreed to offset the total cost by paying \$20,000, but remaining amount would be repaid by the Library.

Dennis Wine
4 Holly Drive, Succasunna

Mr. Wine referenced an article in the Morris County Star Ledger which claimed that Roxbury's municipal tax had increased 73% over the past ten years. Mr. Rath verified that the forces driving the budget are increased pension obligations, health insurance costs and reduced state funding. Mayor Hall said that he had seen the article and questioned the accuracy of the reported figures as they did not illustrate the previously stated increases and unfunded state mandates that the municipalities have no control over.

Mr. Wine also asked about the Company No.2 Annex project. Mr. Rath said that a bay and meeting space would be added onto the current firehouse on Shippenport Road and that, upon completion, the Port Morris location would no longer be utilized by the fire department.

Mr. Wine asked if donations to the Main Street Streetscaping project were tax deductible. Mr. Rath said that the account is actually a township account.

Ralph Nappi
29 Ford Road, Landing

Mr. Nappi asked for a copy of an attachment (page no.2 of "2012 Objectives") regarding the vehicle replacement program that was referenced as being included in agenda. Mr. Rath said that it was an oversight and it would be forthcoming.

Mr. Nappi asked for further explanation of the proposed sidewalk replacement trial program. Mr. Rath explained that the residents could, with prior approval, enter into an agreement with the township to pay for and complete sidewalk repairs or replacements, and, upon satisfactory inspection, get reimbursed a preapproved amount for said work. While cost savings would be welcomed, Mr. Rath explained that the goal was to complete more projects quicker than if the township had to provide the manpower and services.

Mayor Hall closed the Public Portion.

Mayor Hall returned to the order of the agenda and continued with items under the category of REPORTS OF COUNCIL LIAISON REPRESENTATIVES, COUNCIL COMMITTEES AND NEW BUSINESS/OLD BUSINESS

B. 2012 Capital Budget Schedule Departments

The Council reviewed and discussed Capital Budget requests from individual departments:

Information & Technology

Councilman Rilee asked for details on some of the system replacement and performance issues that were noted in the IT budget request. Councilman Crowley expressed concern over not having a plan to handle the replacement of computers that are out of warranty and/or have operating systems that are outdated and no longer supported. It was decided that the Computer Committee would meet and discuss software license and hardware issues and report back to Council. Deputy Mayor DeFillippo asked if the budget took paperless meeting initiatives into account. Mr. Rath replied in the negative and said that that the Council had not provided a directive to move toward paperless meetings. Councilman Crowley suggested a possible pilot/trial for paperless meetings that would be geared toward using automated reader devices rather than laptops. Mayor Hall recommended that the Council contemplate paperless options after the Computer Committee submits a report on same.

Engineering Department

Council members said they would like to receive more information from the Engineering Department in regard to monies budgeted for Andre Drive drainage issues.

Buildings and Grounds

Discussion took place regarding the estimated cost for the roof at the 72 Eyland Avenue building and the location of the new carpet installation. In response to a question from Mayor Hall, Mr. Rath said that bike path drainage corrections would be scheduled and funded out of the operating budget.

Fire Prevention

No capital funding requested. Council members had no questions.

Fire/First Aid

Discussion took place regarding cost differences between electric and manual stretchers. Mr. Rath clarified that the new ambulance purchase was made from funds allocated in the 2011 budget and it was for Fire Company No.2, not Fire Company No.3. Mr. Rath also noted that ambulances do not automatically come with stretchers; they are ordered separately.

Police Department

Council members asked for details on criteria for department issued handgun replacement. Mr. Rath noted that forfeiture funds would be used toward the costs associated with the replacements. Councilman Schmidt said that the rate of failure on the current weapon inventory is high. Council members asked if trade in value was accounted for in the amounts presented. They also asked why the request was for a number of weapons that exceeded the number of officers (by two or three). Mr. Rath said he would get back to Council members with the responses to their questions.

Construction Code

Council members had no questions as discussion had taken place earlier regarding a replacement vehicle.

Road Department

Discussion took place regarding the patching hot box and catch basin repairs.

Equipment Repair

No capital funding recommended. Council members had no questions.

Health & Animal Control

No capital funding recommended. Council members had no questions.

Parks and Recreation

Mr. Raths clarified that the \$800,000 “multi-surface field dev./Landing” line item was listed as a hold only and would be offset by bonds and Open Space funds.

Councilman Rilee asked about the outcome of the situation where a school employee had plowed the turf field, leaving a large pile of black, rubberized pellets on the track. Mr. Raths said that he had looked at the field and there did not appear to be any physical damage to the surface. Council members wanted to know what was done with the pellets and felt that the life expectancy and/or shock absorbency may have been compromised. Council members supported the creation of a “No Plowing” policy until, or unless, the Board of Education demonstrates that they have the appropriate equipment to perform the service correctly. Mr. Raths said that he would confirm that there would be no further plowing of the field.

Further discussion took place regarding the funds requested for repairing cracks in the tennis and basketball courts located at Kiwanis Park and Horseshoe Lake. Mr. Raths said that money was already put aside for the cost of removing the Berkshire Valley tennis courts. Mr. Raths further explained the differences between the Department Head requests and manager recommendations (money for stripping of grass infields was denied by manager as the issue was caused by contractor error).

Library

In response to questions about the funding of the replacement boiler, Mr. Raths stated that the Council had previously given instructions to fund \$20,000 from the Township Capital Budget and to provide a loan to the Library for the remainder, which they would repay, free of interest, over a period of time not yet determined. Councilman Schmidt estimated that the Library would only be able to repay approximately \$5,000 or \$6,000 per year. Council members agreed that a repayment plan must be executed prior to any money being dispersed.

Municipal Court

No capital funding recommended. Council members had no questions.

Minor Equipment – Various Departments

No capital funding recommended. Council members had no questions.

Sewer Utility

Mr. Raths agreed to report back to Council on details of the weight and dimensions of the RBC Drive Unit that had an estimated shipping and handling cost of \$7,800.00 and a field service cost of \$5,500.

Water Utility

Councilman Rilee questioned the \$80,000 cost for updating the Water Master Plan. Discussion took place regarding the necessity to replace the Plan because of inaccurate build-out projections. Mr. Raths also stated that the project would have to be done by an Engineering firm after bids are received and a contract awarded in compliance with the Local Public Contracts Law.

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

A. “Council Appointments”

Mayor Hall reported that the Lake Hopatcong Commission appointments had been inadvertently overlooked at the reorganization meeting.

Lake Hopatcong Commission: 1 Member, 1 Alternate member, 2-Year Term

Councilman Rilee made a motion to appoint Richard Zoschak as a Member and Richard Keir as an Alternate Member to the Lake Hopatcong Commission for the term of January 1, 2012 through December 31, 2013. Councilman Schmidt seconded the motion.

Roll Call: Councilman Behrens – Yes Councilman Crowley – Yes
Deputy Mayor DeFillippo – Yes Councilman Rilee – Yes
Councilman Schmidt – Yes Mayor Hall – Yes

Motion carried 6 to 0.

Economic Development Committee: 1 Members, 3-Year Term

Deputy Mayor DeFillippo made a motion to appoint Gary Ribe as a Member of the Economic Development Committee for the term of January 1, 2012 through December 31, 2014. Councilman Behrens seconded the motion.

Roll Call: Councilman Behrens – Yes Councilman Crowley – Yes
Deputy Mayor DeFillippo – Yes Councilman Rilee – Yes
Councilman Schmidt – Yes Mayor Hall – Yes

Motion carried 6 to 0.

PUBLIC PORTION – *previously held*

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

January 6, 2012

#3 Correspondence from William J. Chegwiddden, Freeholder Director, to Mayor Hall, dated January 3, 2012 re: Special Meeting of the Six County Coalition on Wednesday, January 18, 2012

Deputy Mayor DeFillippo advised Council members that she would be attending the special meeting referenced above. Mayor Hall said he would attend, as well. Mayor Hall also noted that copies of the Draft Final – “State Strategic Plan: New Jersey’s State Development & Redevelopment Plan” had been distributed to Council members. Mayor Hall reported that he and Russell Stern, Township Planner, would be attending the February 27, 2011 meeting on the same subject in East Hanover.

#6 Correspondence from the Morris County League of Municipalities, re: Election of 2012 Officers and invitation and invitation to “State of the State” program, presented by William Dressel, Jr. Executive Director, NJLM, scheduled for February 15, 2012 at the Birchwood Manor beginning at 5:15p.m. RSVP NO LATER THAN FEBRUARY 1, 2012

Deputy Mayor DeFillippo commented that she had not seen one of the above invitations in a long time. Other Council members mentioned seeing them in Communications packets every few months.

PUBLIC PORTION

**Robert Kluska
274 Emmans Road, Flanders**

Mr. Kluska asked about the total Engineering budget and asked for confirmation that the township was not borrowing money. Mr. Rath verified that no money was being borrowed.

Mr. Kluska asked if the Library would be amending their budgeting procedures so that a plan is in place for future expenditures. Councilman Rilee noted that it is a situation that had not yet been discussed with the Library Board.

Mayor Rilee closed the Public Portion.

Deputy Mayor DeFillippo asked if the appointments for the Freight Railroad Advisory Committee needed to be reaffirmed. For clarification purposes, Councilman Rilee made a motion to appoint Kathy DeFillippo as a Member of the Morris County Freight Railroad Advisory Committee and Gary Behrens as the Alternate Member. Councilman Behrens seconded the motion.

Roll Call: All in Favor – All

Motion Carried 6 to 0.

EXECUTIVE SESSION

None

ADJOURNMENT

At 10:00PM, Councilman Rilee made a motion to adjourn the meeting. Councilman Schmidt seconded the motion.

Roll Call: All in Favor – Yes

Motion carried 6 to 0.

Submitted By:

Amy E. Rhead
Acting Township Clerk

MINUTES APPROVED BY COUNCIL

DATE: February 21, 2012

ROLL CALL: Councilman Behrens – Yes
Councilman Crowley – Yes
Deputy Mayor DeFillippo – Yes
Councilman Rilee – Yes
Councilman Schmidt – Yes
Mayor Hall – Yes