

**January 31, 2012**

A Budget Meeting was held by the Township Council of the Township of Roxbury on January 31, 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 Meeting of the Township Council of the Township of Roxbury was given as required by the Open Public Meetings Act as follows: On December 19, 2011, 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 Gary Behrens  
Councilman Mark Crowley  
Deputy Mayor Kathy DeFillippo  
Councilman Jim Rilee  
Councilman Martin Schmidt  
Mayor Fred Hall

**Absent:** Councilman Richard Zoschak

**Also Present:** Christopher Rath, Township Manager  
Amy Rhead, Acting Township Clerk

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

**Public:** eight (8) members of the public were in attendance

**Mayor Hall Amended the order of the agenda to address the following items listed under REPORTS OF COUNCIL LIAISON REPRESENTATIVES, COUNCIL COMMITTEES AND NEW BUSINESS/OLD BUSINESS**

**A. 2012 Manager's Budget Message**

Mr. Rath noted that School Board members have been invited to attend the Township Budget presentations. Mr. Rath provided an overview of the budget, past accomplishments, trends and future goals via a PowerPoint presentation:

- CAP Law compliance (past two years)
- troubled economy; property values down; but, kudos to Tax Collector for efforts in keeping the tax collection rate at over 98%
- reminder that anticipated revenue cannot be estimated at more than the amount received in the previous year
- reduction in manpower
- Accomplishments of 2011:
  - road resurfacing
  - fire safety improvements
  - park improvements
  - stormwater drainage
  - creation of tax neutral centers “service provided by Township without the use of taxpayer money” (ie: Fire Prevention)
  - reorganization of Buildings and Grounds responsibilities
  - shared services initiatives (ie: Health Officer, turf field)
  - reduction in operating expenses due to attrition
  - replacement of full-time employees with part-time employees whenever possible
- “To Do” List: extended for one month due to the unexpected and unprecedented weather-related natural disasters of 2011

- Trend review:
  - reduction of Fund Balance from 2006 through 2010
  - State Aid down
  - local revenue and receipts down (significant decrease in building permits)
  - Net Valuation Taxable changes throughout the years
  - outstanding property taxes (municipality still responsible for remitting school and county portions)
- Expenditures:
  - narrowed revenues and expenditures per capita
  - use of fund balance and not replenishing
  - debt structure; net debt per capita amount
  - net debt as a percentage of equalized valuation (almost debt free)
  - debt services as a portion of the budget; old debt being paid down; no new debt being incurred; not anticipating the accrual of new or additional debt
- 2012 Budget highlights:
  - Tax Assessor Department: elimination of part-time position; temporary assistance during high-volume times
  - Tax Collection Department: due to innovations and increased options for making payments (ie: lock box, online payments processed by bank) there is a decreased number of staff in the department
  - recommendation to add one laborer position to Parks & Maintenance
  - recommendation to add the position of Assistant to the Director of the Department of Public Works (expected to take place in the fourth quarter of 2012 upon retirement or current roads superintendent)
  - recommendation to add a position to the Water Department's budget (has been running with too few employees for approximately the past 24 months)
- Forces driving the Budget:
  - ◆ Statutory expenditures:
    - Insurance costs
    - pension obligations
    - salary and wages
    - operating expenses increase due to privatization of sanitation services
    - unemployment costs
    - utility costs
    - decrease in escrow offsets (Planning Department & Engineering Department)
- Tax Rate Impact (includes increase in capital expenditures and increase in the amount for Reserve for Uncollected Taxes)
  - ◆ projecting overall increase of .64% which is equivalent to 2.5 points because of decreased local receipts (equates to \$50 on a \$200,000 home)

Council members thanked Mr. Raths for a thorough and informative Budget Presentation. Mr. Raths credited the Department Heads and the staff for allowing a fiscally responsible budget to be created.

## **B. 2012 Capital Budget Review**

Mr. Raths reviewed amendments to previously distributed budget documents:

- police weapons removed from capital; will be entirely paid for through forfeiture funds
- reallocation of site offsets to capital surplus
- Stretcher purchase: discussion regarding the purchase of manual or automatic (Stryker). Council members acknowledged that the automatic stretcher would be significantly easier to maneuver, but were not convinced of the need to purchase it and felt that a manual stretcher would suffice.
- Sidewalk Repair Program details: Mr. Raths informed Council that he was still working on it gathering the data and would provide it as soon as possible.
- Technology and data processing purchases; Councilman Crowley felt the total appropriation was adequate
- Water Master Plan removed

Mrs. Spring informed Council that there may be more offsets due to canceled ordinances and monies being reauthorized for capital items.

Councilman Rilee reminded Mr. Rath that the Council still wanted to review the personal vehicle maintenance program.

**Mayor Hall continued amending the order agenda to allow for PUBLIC PORTION.**

**Ralph Nappi  
29 Ford Road, Landing**

Mr. Nappi referenced the slide in the presentation that was entitled “Forces Driving the Budget” and asked how the total Operating Expenses could have decreased since 2009 and 2010. Mr. Rath reviewed the numbers and invited Mr. Nappi to come in to Town Hall and review the data together so that any specific questions could be addressed. In reference to the projected overall increase being “less than a cable bill”, Mr. Nappi commented that it is more than his monthly bill for cable service.

**Robert Kluska  
274 Emmans Road, Flanders**

Mr. Kluska asked if Crossing Guards receive unemployment benefits when not working over the summer months. Mr. Rath thought that the actions taken by the Township would prohibit Crossing Guards from being eligible to receive benefits over the summer, which included offers of summer employment (dog census) and offers to attend training classes (contingent service) over the summer, however, the State still allowed the Crossing Guards to apply for and receive unemployment benefits for the summer months.

Mr. Kluska noted that the addition of the position of Executive Assistant to the Chief of Police was not in the Budget Highlights portion of the previous presentation. Mr. Rath apologized for omitting the change but explained that the position had already been filled and the salary was similar to the salary of the recently retired position; therefore, there was no monetary change in the total.

**Ralph Nappi  
29 Ford Road, Landing**

Mr. Nappi acknowledged that the municipality had not received the 2011 numbers yet, but asked Mr. Rath to provide a projected fund balance amount. Mr. Rath answered and reminded Mr. Nappi about the amount that would be committed to the 2012 Budget.

**Mayor Hall closed the Public Portion and continued by amending order of the agenda.**

Council discussed the budget deadlines and scheduling presentations from the Engineering, Public Works, Parks, Recreation, Police, and Fire Departments.

Mayor Hall again complimented the staff for all their hard work and thanked Mr. Rath for the 2012 Budget presentation.

**Mayor Hall allowed for discussion of items listed under COMMUNICATIONS:**

January 27, 2011

**#2 Correspondence from Layth Taki, Senior Vice President, Controller Cable Operations, CABLEVISION, to Mayor Fred Hall, dated January 13, 2012, re: submission of franchise fee payment in the amount of \$82,063 for the 2011 calendar year**

Deputy Mayor DeFillippo asked Mr. Rath to schedule a meeting with Cablevision to discuss service issues. Mayor Hall asked about previous franchise fee payments. Mr. Rath said he would find out and report back. He also said that he would make sure

that a previous problem had been rectified regarding Wharton receiving payments for some of the Roxbury Cablevision customers. Councilman Schmidt said that all utility complaints should be directed to the Board of Public Utilities. Mayor Hall added that the BPU would be meeting with Mayors from throughout the County regarding the issues that occurred during the recent snowstorms and hurricanes.

**#5 Legal Notification from Dolores Tardive, Secretary, Township of Roxbury Planning Board, re: notification that the Re-examination Report of the Master Plan and Development Regulations for Renewable Energy Facilities and Systems has been rescheduled to take place on Wednesday, February 15, 2012**

Deputy Mayor DeFillippo asked Mr. Rath to include the above correspondence on the Township website. Councilman Rilee added that the above was not venue specific to any Fenimore issues, but appeared to be a general informational meeting.

**#6 Correspondence from Anthony M. Bucco, Township Attorney, to Christopher Rath, Township Manager, dated January 25, 2012, re: Private Collection of Municipal Court Debt**

Councilman Schmidt asked if the private collection practice for old court debt could benefit Roxbury. Mr. Rath said that he had already discussed with Pat Palazzola and that Roxbury would be implementing a plan. He advised Council that it was only applicable to those individuals who had previously entered into a payment plan agreement and reneged on it.

**#7 Correspondence from William Chegwidan, Freeholder Director, to Mayor Hall, dated January 19, 2012, re: information regarding regional meeting, hosted by the Board of Chosen Freeholders and the MCMUA, regarding tipping fees, solid waste management and recycling, scheduled for February 13, 2012 in Mount Arlington**

Deputy Mayor DeFillippo asked for confirmation that a staff member would be attending the above referenced meeting. Mr. Rath said that Mr. Blood would be attending.

**#9 Legal Notification from Lori Harvin, Clerk, Township of Jefferson, re: introduction of ordinance entitled, "AN ORDINANCE ESTABLISHING A REDEVELOPMENT PLAN FOR CERTAIN PROPERTIES LOCATED ALONG ROUTE 15 IN THE TOWNSHIP OF JEFFERSON, AND AMENDING ORDINANCE NUMBER 14-11, WHICH AMENDED ORDINANCE NUMBER 10-09, ESTABLISHING THE REDEVELOPMENT AREA-3 ZONING DISTRICT (RA-3), BY ADDING THE PROPERTIES INCLUDED IN THIS ORDINANCE TO THE RA-3 ZONE. CHAPTER 490 OF THE LAND DEVELOPMENT CODE OF THE TOWNSHIP OF JEFFERSON IS AMENDED TO INCLUDE THE PROPERTIES IN THIS ORDINANCE IN THE RA-3 ZONE; AND AMENDING CHAPTER 490-8, THE ZONING MAP", Planning Board discussion scheduled for February 14, 2012; public hearing and adoption scheduled for February 22, 2012**

Councilman Rilee asked Mr. Rath to review the above correspondence with the Township Planner. Mr. Rath said that he would follow-up with Mr. Stern.

**#15 Mayors Advisory, dated January 23, 2012, re: Deadline to Introduce CY 2012 Budget Extended**

Deputy Mayor DeFillippo noted the deadline changes due to the extensions.

**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 his attendance at a meeting between the residents of Andre Drive, Mr. Rath, Mr. Kobylarz, and Mr. Blood. The residents are continuing to work toward a resolution to their flooding issues; the Township is continuing to provide assistance as the residents attempt to mediate.

Deputy Mayor DeFillippo announced the date, time and location of the next Morris County Economic Development Committee meeting.

Mayor Hall reviewed the dates, times and locations of upcoming events, including:

- Board of Public Utilities meeting with Mayors, February 1, 2012
- County Budget meeting, February 8, 2012
- MCMUA meeting in Mount Arlington, February 13, 2012
- Recreation Committee Recognition of Coaches and Volunteers, March 10, 2012
- Easter Egg Hunt, March 24, 2012
- Lake Hopatcong Commission meeting, February 21, 2012
- State Strategic Plan Meeting, February 27, 2012

Mayor Hall stated that he had spoken to Senator Bucco earlier regarding Lake Hopatcong and that the Memorandum of Understanding was in the process of being revised as the efforts to finalize the transfer of weed harvesting responsibilities to the State continue.

**A. 2012 Manager's Budget Message** – *previously addressed*

**B. 2012 Capital Budget Review** – *previously addressed*

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

None

**PUBLIC PORTION** – *previously addressed*

**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 27, 2011 – *previously addressed*

**PUBLIC PORTION**

**Ralph Nappi**

**29 Ford Road, Landing**

Mr. Nappi referenced item #10 in the January 27, 2012 Communications packet, "Local Finance Notice 2012-3 from Division of Local Government Services, dated January 25, 2012, re: Moving School Elections to the November General Election". Mr. Rath explained that the law allows either the Board of Education or the Council to vote to move the School Board elections to November, which would also allow the schools to adopt their budget without voter approval if it was below the 2% CAP; the Council cannot prevent the Board of Education from voting to approve moving the school elections to November. Councilman Rilee reminded Mr. Nappi that even if the election is moved to November, voters will still have the opportunity to vote on the budget if it is over the 2% CAP.

**Maureen Castriotta**

**21 Salmon Road, Landing**

Ms. Castriotta said that comments about changing the date of the School Elections should be submitted to the School Board as action would likely be taken within the next month.

Discussion took place regarding the upcoming non-public meeting with the Board of Public Utilities and how the information would be disseminated to the public afterward. Ms. Castriotta mentioned some problems that she has had with her Cablevision service.

Ms. Castriotta asked about the revised Township website and whether or not Twitter and Facebook would be utilized. Mr. Raths replied affirmatively regarding Facebook, but was not sure about Twitter availability. Mr. Raths confirmed that a copy of the 2012 Budget would be available on the website.

Ms. Castriotta complimented Mr. Raths on his budget presentation.

**Mayor Hall closed the Public Portion.**

**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:

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Amy E. Rhead  
Acting Township Clerk

**MINUTES APPROVED BY COUNCIL**

**DATE:** June 26, 2012

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