

February 28, 2012

A Budget Meeting was held by the Township Council of the Township of Roxbury on February 28, 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 Raths, Township Manager
Anthony M. Bucco, Township Attorney (departure at 8:45PM)
Amy Rhead, Acting Township Clerk
Kathy Florio, Administrative Aide

Staff: Lisa Spring, CFO/Treasurer
Patricia Reiche, Assistant to the CFO
Rick Blood, DPW Director (departure at 9:05PM)
Chief James Simonetti, Roxbury Township Police
Captain James Quinn, Roxbury Township Police

Public: three (3) members of the public were in attendance

Mayor Hall amended the order of the agenda to pay tribute to Mr. Arthur F. Volpe, Sr.

Mayor Hall reviewed highlights of the 63 years of volunteer service provided by Firefighter and First Aider Art Volpe which included:

- Roxbury Chemical Engine Co. No. 2
 - joined department on May 5, 1949
 - Captain in 1954
 - Accountability Officer for Co.No.2 at fires
 - two CPR saves during his membership (one saved the life of a fellow employee in 1980 while working for the Morris County Bridge Department)
- Port Morris Firemen's Association
 - past Vice President
 - Treasurer for 30 years
- NJ State Firemen's Relief Association and NJ State Firemen's Exempt Association
 - Life Member
- Awards
 - Roxbury Township Award for 45 years of service as a Fire Fighter and First Aider (received in 1995)
 - Proclamation from Township of Roxbury in recognition of his 60 years of dedication and outstanding service (received in 2009)

Mayor Hall asked for a moment of silence in remembrance of Arthur F. Volpe, Sr.

Mayor Hall apologized to members of the Public, but explained that it was necessary to convene into Executive Session for the purpose of discussing a matter of importance and urgency. Resolution No. 2012-70 was added to the agenda for this purpose. Mayor Hall stated that the Council would return to the Open Session as quickly as possible.

EXECUTIVE SESSION

2012-70 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

Matter(s) Relating to:

- **Attorney/Client Privilege** – former Fenimore Landfill site

At 7:40PM, Councilman Rilee made a motion to adopt Resolution No.2012-70 authorizing the Executive Session. Councilman Schmidt seconded the motion.

Voice Vote: All in Favor – Yes

Motion carried unanimously, 6 to 0.

At 8:45PM, the Council returned to the open session of the meeting and returned to the order of the agenda.

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

A. 2012 Operating Budget

1. Department of Public Works/Earlier Questions

Mr. Blood joined the meeting and reviewed his budget proposal and request for a staffing increase. Council members asked what level was necessary in order to function efficiently and effectively. Mr. Blood referred to the staffing chart that had been provided. He reviewed some of the challenges faced by his department with the reduced number of employees including the ability to comply with the NJDEP's mandated stormwater requirements. Although portions of the stormwater regulations were determined to be unfunded mandates after the Township's challenge of the regulations, Mr. Rath and Mr. Blood explained that long term relief had not been granted by the State. Councilman Crowley noted that the job description for the additional position was not provided to Council as requested. Mr. Rath apologized for the oversight and said he would have it forwarded to members. Councilman Rilee stated for the record that he would not be able to support a ten percent increase in personnel in the Department of Public Works. The numbers provided to Council would be reviewed again.

9:05PM: Mr. Blood exited the meeting.

2. Police Department

Chief Simonetti and Captain Quinn joined the meeting. Mr. Rath noted that the proposed budget reflects a decrease in salary and wages and operating expenses. Chief Simonetti recognized the efforts of Captain Quinn in preparing the budget and identifying several cost-savings measures.

The proposed budget was reviewed and questions were asked and discussions took place regarding subjects, including:

- **Salary reductions:** currently shows only partial year salaries for new hires; may increase next year; however, may have a few more retirements

- **Special Officers:** Chief Simonetti explained that several programs (ie: D.A.R.E.) and functions (ie: evidence officer) that were previously maintained by full-time officers were being continued at a cost savings to the Township by utilizing part-time Special Officers.
- **Staffing Chart:** Council requested Chief Simonetti to provide an organizational chart of current and previous staffing levels showing the transition of responsibilities and changes that have occurred throughout the last few years.
- **Technology:** software, hardware, maintenance, annual service fees; cost of in-house monitoring system and cameras of people in cells. Discussion took place about researching ability to monitor on individual computers in the future.
- **College Tuition:** Only exists for those few officers who were grandfathered in.
- **Swat & Dive:** should have been removed; inadvertently left in the budget. Chief Simonetti said that he is in the process of coming up with an alternate solution for the Township's swat and dive services to be presented at a later date.
- **Emergency Service Supplies and Mandatory Training:** maintenance of defibrillator electrodes, for example; must keep officers well-trained as they are often the first-responders on scenes, it is money well-spent.
- **Academy Costs:** while Council instructed police to hire experienced officers in previous years, Chief Simonetti explained the importance of keeping a balance of both new recruits and experienced officers. He added that officers with fewer years of experience are hired at a lesser salary level. The Chief also informed Council that funding for the Alternate Route program has not been available for at least the last few years.
- **Vehicles:** Captain Quinn noted that there were no new acquisitions the previous years. He provided an inventory chart depicting the make, model and mileage on the vehicles that were being recommended for replacement (one Sport Utility Vehicle and four sedans) and noted that anticipated modifications in scheduling of officers would result in the need to purchase only five vehicles.
- **"Drug Buy Money":** Chief Simonetti spoke about the substantial returns that have been realized through the ability to utilize the \$2,500 for drug buys (acquired approximately \$23,000 in the last calendar year). In response to a question about the use of forfeiture money, Chief Simonetti stated that the rules were very strict and those funds could not be used for drug buys.

Chief Simonetti announced that, as part of the fee based examination process, that approximately one hundred and twenty candidates had been invited to take part in a physical on Saturday, after which a top percentile would move on to oral interview, psychological, and medical exams. All costs for the process were funded through the examination fees paid by the applicant.

Chief Simonetti provided his opinion that the recommended amendments to the current educational requirements would greatly benefit Roxbury.

Mayor Hall shared the fact that he has received several very positive comments regarding the Roxbury Police Department including their expeditious response times.

Mayor Hall amended the order of the agenda to allow for PUBLIC PORTION.

Robert Kluska
274 Emmans Road, Flanders

Mr. Kluska referenced a previous statement by Chief Simonetti about police exams being administered at no cost to the Township and asked why there was \$3,000

budgeted for police exams. Mrs. Spring explained that the line item is reimbursed upon receipt of the applicant fees.

Mr. Kluska noted, as he had the previous year, that subaccount numbers within the budget have inconsistencies among their descriptions between different departments. Mrs. Spring explained that the primary account numbers are mandated to have exclusive categories, but the subaccounts are not. Mayor Hall asked that future subaccount numbers in the budget be categorized the same no matter what department they are for.

Mayor Hall closed the Public Portion.

Council members discussed the probable delay in being able to adopt the budget on the originally anticipated date because State approval had not yet been obtained.

It was decided to begin the March 6, 2012 and the March 13, 2012 meetings early to allow more time for Council to review the 2012 Budget. Mrs. Rhead was instructed to provide public notice, as required.

Mayor Hall returned to the order of the agenda.

3. Fire Department – Council decided that a separate discussion was not necessary

4. Department by Department

- Manager:
 - Councilman Schmidt asked why there was an employee budgeted to receive a payment equal to 30% of health care premium for waiving the benefit when he thought employees were provided a \$5,000 maximum payout for waiving health benefits. Mrs. Reiche explained that some employees were grandfathered and still eligible to receive 30% of the premium with no established maximum amount.
- Central Stores: *no discussion*
- Council:
 - Councilman Behrens noted that the \$5,000 for the Defeated School Budget review could be eliminated from the 2012 Budget since the Board of Education had opted to move their elections to November.
- Elections:
 - Council members asked if the Election Budget could be proportionately reduced due to the elimination of the April school board election, but Mrs. Rhead explained that the costs associated for the school board election have always been reimbursed by the Board of Education and have never been included in the municipal budget. She noted that the Board of Education would no longer have to budget for the April election. Mrs. Rhead cautioned Council that the municipality could possibly incur increased costs as a result of the County's implementation of modifications needed to accommodate the addition of School Board issues in the November General Election. Council members agreed that no reduction should be made to the requested amount.
 - Redistricting: Mrs. Rhead explained that the requested amount was the remainder of the costs for the process. She explained that, while she could not locate it in the statute, she thought that she had been informed at one of the election classes that the Clerk cannot receive payment for the additional efforts needed during the redistricting process, but that the law allows for reimbursement to Engineers, Assistants and members of the Board of Elections.
- Clerk:
 - Councilman Rilee stated that salary recommendations had not been submitted to Council

- Contracted Services – Mrs. Rhead explained that the discrepancy between the previous and current years’ budgeted amount was due to the unknown amount that would be needed for the TAB Group. She said it is not her department that utilizes the service and has no method to ascertain the possible needs of the departments that do use it. Mrs. Spring also pointed out that the amount looked overstated because \$5,000 had been encumbered from the 2011 Budget in this line item for the redistricting costs which would be paid out in the near future.
 - Paris Grant – discussion took place regarding some misconceptions that the County would be assisting with imaging of records and retention and retrieval costs. Mrs. Rhead explained that the grant funds had been expended to identify and move paper documents to be stored at an offsite facility. It also paid for imaging of some of the Planning Department’s documents. She said that the municipality is responsible to pay an annual storage fee based on the amount of space that is used and is charged additional fees for retrieval and restocking documents requested by individual Departments, as needed. Mrs. Rhead said that it is one of her goals to have paper documents imaged on microfilm (which is a legal substitute for paper), but that it would be a tremendous undertaking and extremely expensive.
- Finance:
 - Purchasing position – decrease in cost of position from 2011 to 2012 due to retirement and replacement with a lower salaried employee
 - Mr. Rath stated that previously proposed raises are accounted for in salary reserve, but is \$8,000 short and does not include any potential increases in the Clerk’s salary budget. Council members pointed out that \$5,000 would be added back into the budget due to elimination of the previously identified Defeated School Budget plus a savings from modifying the number of police vehicles to be purchased (six reduced to five).
 - Fulton Bank – no negative issues, but interest rates have dropped significantly
 - Payroll Service – Deputy Mayor DeFillippo asked if savings would be realized if the paper payroll stubs were eliminated. Mrs. Spring said that the current payroll company does not provide that option of whether or not to receive them. Mr. Rath said that cost comparisons with other payroll companies can be explored. Councilman Schmidt suggested sharing the service with the Library.
- Audit:
 - minimal increase – no questions
- Data Processing:
 - Service fees budgeted for data restoration – Council members asked for confirmation that the retrieval service has been tested and that it works correctly. Mr. Rath confirmed that the system had been successfully tested three weeks earlier.
 - Questions about salary reduction previous years – Mr. Rath said differences were attributable allocating portions to Sewer and Water Departments in previous years and/or adjusting allocations (not due to a salary increase)
 - Council members asked why there was nothing budgeted for costs associated with the Department of Public Works internet service. Mr. Rath said that he would have to look into it further.
- Tax Collection:
 - Council members asked if the estimated allocation toward Sewer and Water was appropriate. Mr. Rath said that the Lock Box and on-line tax system has streamlined the entire process and felt the amount was appropriate.
 - Savings realized due to retirement and replacement with lower salary employee
- Tax Assessor:
 - Salary line item reduction due to the elimination of a position (utilizing a temporary part-time worker for a limited time)
 - Increase in appraisal amounts for commercial properties

- County has extended the reevaluation process to the year 2013. It was noted that due to the economic climate, the County has not recently required any municipalities to conduct a re-evaluation.
- Chapter 91 Income and Expense Application on “To-Do” list explained by Mrs. Spring
- Legal:
 - Mr. Raths explained that the Police and DPW bargaining units have been completed which accounts for a reduction in Labor Council amount
 - Inconsistencies from year to year; litigation cannot be anticipated
- Engineering – *discussion took place the previous week*

**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

February 24, 2012

Councilman Rilee made a motion to file the Communications for the week ending February 24, 2012. Councilman Schmidt seconded the motion.

Voice Vote: All in Favor – Yes

Motion carried unanimously, 6 to 0.

PUBLIC PORTION

None

EXECUTIVE SESSION – *Note: Resolution No.2012-70 for Executive Session held earlier in meeting*

ADJOURNMENT

At 10:25PM, Councilman Rilee made a motion to adjourn the meeting. Councilman Schmidt seconded the motion.

Voice Vote: All in Favor – Yes

Motion carried unanimously, 6 to 0.

Submitted By:

Amy E. Rhead
Township Clerk

MINUTES APPROVED BY COUNCIL

DATE: August 21, 2012

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