

Township of Randolph
Municipal Building
Randolph, NJ
November 2, 2021

A. OPENING OF REGULAR MEETING

1. Call to Order

A regular meeting of the Randolph Township Council was called to order at 5:00 p.m. by Mayor Forstenhausler. This meeting is held pursuant to the New Jersey Open Public Meetings Act. Adequate notice of the meeting has been provided by posting written notice of the time, date, location and to the extent known, the agenda of the meeting in Randolph Township. This notice was posted on the Bulletin Board within Town Hall, filed with the Township Clerk and it was provided to those persons or entities requesting notification. Notice was also provided to the Randolph Reporter and the Morris County Daily Record on December 2, 2020 and the amended annual resolution which included this meeting date was advertised in the Randolph Report and the Morris County Daily Record on January 28, 2021. The time and date change for this meeting advertised in the Randolph Reporter and Daily Record on October 25, 2021.

2. Roll Call

PRESENT: Councilwoman Carey
Councilman Loveys
Councilman Nisivoccia
Councilman Tkacs
Councilwoman Veech
Deputy Mayor Potter
Mayor Forstenhausler

Also present: Township Manager Mountain and Township Attorney Edward J. Buzak (via phone)

3. Pledge of Allegiance

Mayor Forstenhausler led the Pledge of Allegiance.

B. OPEN TO THE PUBLIC

Seeing and hearing none, the public session was closed.

C. MANAGER'S REPORT

Manager Mountain reported the following:

Morris County Open Space Trust Committee – the Morris County Open Space Trust Committee advised that in 2022 the region containing Randolph Township is up for a municipal appointment. The municipal representative must be a resident of the municipality or an elected or appointed official to a municipal board or commission/committee. The appointment is for a three-year term. The Township Council makes the appointment. The Morris County Open Space Committee reviews and makes recommendations to the Morris County Board of County Commissioners on funding or projects that fall into the municipal/qualified charitable conservancy category.

Township resident, Jay Thompson, previously represented Randolph on the committee for several terms as the committee's chair. Mr. Thompson is interested in continuing to serve as the township's municipal representative if the council approves. Manager Mountain will be asking Mr. Thompson to complete a Tap the Talent form for the council's consideration. He explained that if the council was interested in appointing Mr. Thompson to the position, Mr. Thompson would also need to be appointed to a local board or committee to meet the county's eligibility requirements.

State Aid Award Notice – The New Jersey Department of Transportation has advised that the township's 2021 – 2022 State Aid grant application has been approved. Randolph has been awarded \$220,000 for the Park Avenue Resurfacing Program Phase II project. This funding supplements the prior year's grant of \$261,700 for Phase I of the Park Avenue Resurfacing Program. The two grants will almost entirely cover the cost of the project to resurface portions of Park Avenue that require improvement. The township has previously received funding for Phase I of the Calais Road Resurfacing project; the contract will be awarded by the council at the second meeting in November. The state aid grant awards are critical components of the road resurfacing program. Manager Mountain commended the Engineering Department for their efforts in securing the grants.

D. COMBINED ACTION RESOLUTIONS

Item #1, R-256-21, Recognizing Thursday, November 4, 2021, as the day to observe and celebrate Diwali – Mayor Forstenhausler read this resolution into the record:

WHEREAS, Diwali is a festival of great significance to Indian Americans and South Asian Americans, and is celebrated annually by Hindus, Sikhs, Buddhists, and Jains throughout the United States and across the globe; and

WHEREAS, Diwali, commonly known as the Festival of Lights, is one of the world's oldest religious holidays, brings together families, friends, and communities in the United States and around the globe in goodwill, peace, and a shared sense of renewal; and

WHEREAS, during the Festival of Lights celebrants light small oil lamps, place them around the home, and pray for health, knowledge and peace; and

WHEREAS, Hindu celebrants of Diwali believe that the rows of lamps symbolize the light of knowledge and truth within the individual that signifies the destruction of all negative qualities and celebrates the victory of good over evil; and

WHEREAS, the festival is celebrated over five days, with the third day being the most significant, as it coincides with the darkest night of the lunar month; and

WHEREAS, Diwali falls on Thursday, November 4th this year, in accordance with the lunar calendar, and is celebrated by Hindus as a day of thanksgiving and the beginning of the New Year.

NOW THEREFORE BE IT RESOLVED, that the Mayor and Council of the Township of Randolph recognizes and celebrates the observance of Diwali, the Festival of Lights.

Item #3, R-259-21, Requesting permission for the dedication by rider for Recreation Public Event Donations – Councilman Loveys asked if this was a new resolution item. Manager Mountain informed him that it is not a new practice. The dedication was required this year because the township took in funding via donations in support of the Country Fair. This funding was not anticipated by the budget and therefore required that the town complete a dedication by rider with the state. In the future, the town will estimate a targeted amount for contributions.

He explained that the Rotary Club typically takes on the majority of the funding responsibility for the Country Fair; this year the township took on much more of a partnership role in the endeavor. He believed that the town's role in the fair would continue to grow in the future. Councilman Loveys asked if the contributions were solicited. Manager Mountain confirmed that they were.

1. R-256-21 Recognizing Thursday, November 4, 2021, as the day to observe and celebrate Diwali; the Festival of Lights
2. R-257-21 Refund 1st quarter of 2022 taxes paid in error for Block 81.03, Lot 19, 25 Rippling Brook Way to Marc & Samantha De Negri - \$3,927.42
3. R-258-21 Requesting permission for the dedication by rider for Recreation public event donations
4. R-259-21 Authorizing the extension of a contract for preventive maintenance/repair of HVAC equipment of Township buildings/complexes with Air Systems Maintenance, Inc. at the same price of \$55,560 for the period of 1/1/22 through 12/31/22 with the option to extend for one additional year beginning 1/1/23 through 12/31/23

CERTIFICATION OF AVAILABILITY OF FUNDS

Dated: November 2, 2021

As required by N.J.S.A. 40A:4-57, N.J.A.C. 5:30-5.3-5.5, and any other applicable requirement, I, Deborah Bonanno, Director of Finance for the Township of Randolph, have ascertained that funds will be available, subject to annual appropriation and adoption in the 2022 municipal budget, to award a contract to Air Systems Maintenance, Inc. for providing HVAC maintenance services to all municipal buildings as detailed in the contractor's response provided to the Township's public bid solicitation.

Deborah Bonanno
Chief Financial Officer

Budget Accounts: 01-201-26-310-305 2022 (not to exceed \$60,000)

5. R-260-21 Authorizing the extension of a contract for on-site brush grinding services with Firewood Farm, Inc. for a not to exceed amount of \$65,000 - for the period of 1/1/2022 through 12/31/22 with the option to extend for one additional year beginning 1/1/23 through 12/31/23

CERTIFICATION OF AVAILABILITY OF FUNDS

Dated: November 2, 2021

As required by N.J.S.A. 40A:4-57, N.J.A.C. 5:30-5.3-5.5, and any other applicable requirement, I, Deborah Bonanno, Director of Finance for the Township of Randolph, have ascertained that funds will be available, subject to annual appropriation and adoption in the 2022 municipal budget, to award a contract to The Firewood Farm for providing On-Site Brush Grinding as detailed in the contractor's response provided to the Township's public bid solicitation.

Deborah Bonanno
Chief Financial Officer

Budget Accounts: 01-201-26-300-309 2022 (not to exceed \$65,000)

6. R-261-21 Authorizing contracts with additional approved MCCPC Contract Vendors under the Morris County Cooperative Pricing Council (MCCPC) pursuant to N.J.S.A. 40A:11-11(5)
7. R-262-21 Authorizing contracts with additional approved State Contract vendors for contracting units pursuant to N.J.S.A. 40A:11-12a
8. R-263-21 Authorizing contracts with an additional approved ESCNJ contract vendor under the Educational Services Commission of New Jersey Cooperative Pricing System (ESCNJ) pursuant to N.J.S.A. 40A: 11-11(5)
9. R-264-21 Authorizing contracts with additional approved NJCPA contract vendors under the New Jersey Cooperative Purchasing Alliance (NJCPA) pursuant to N.J.S.A. 40A:11-11(5)
10. R-265-21 Authorizing the award of MCCPC Contract #5 – Paving Materials to Tilcon New York, Inc.
11. R-266-21 Authorizing the award of MCCPC Contract #7 – Drainage Pipe – to Brent Material Company
12. R-267-21 Authorizing the award of the MCCPC Contract #8 - Anti-Freeze- to Lubenet, LLC

13. R-268-21 Authorizing the award of MCCPC Contract #9 – Crushed Stone and Sand to Eastern Concrete Materials, Inc.
14. R-269-21 Authorizing the award of MCCPC Contract #11 – Motor Oils & Miscellaneous Lubricants – to Lubenet, LLC and The Fuel Ox, LLC
15. R-270-21 Authorizing the award of MCCPC Contract #14 – Catch Basins & Manhole Castings to Campbell Foundry Company and General Foundries, Inc.
16. R-271-21 Authorizing the award of MCCPC Contract #16 – Office Supplies – to Office Concepts Group
17. R-272-21 Authorizing the award and rejection of MCCPC Contract #17 – Water Treatment Chemicals – various bidders
18. R-273-21 Authorizing the award of MCCPC Contract #18 – Tree Removal, Trimming & Stump Grinding services to Tree King, Inc.
19. R-274-21 authorizing the award of MCCPC Contract #21 – Oil and Stone Treatment to Morris Asphalt Company, Inc.
20. R-275-21 Authorizing the award of MCCPC Contract #24 – Bagged Cement & Poured Concrete – to Continental Hardware, Inc.
21. R-276-21 Authorizing the award of MCCPC Contract #26 – Beam Guide Rail & Safety Ends – Installed to Road Safety Systems, LLC
22. R-277-21 Authorizing the award of MCCPC Contract #27 – Traffic and Field Marking Paint
23. R-278-21 Authorizing the award of MCCPC Contract #28 – Traffic Sign Materials – to Garden State Highway Products, Inc.
24. R-279-21 Authorizing the award of MCCPC Contract #36 – Traffic Stripping on Roadways to Denville Line Painting, Inc.
25. R-280-21 Authorizing the award of MCCPC Contract #38 – Preventive Maintenance/Repair of Communications equipment – to Communications Specialists, Inc.
26. R-281-21 Authorizing the award of MCCPC Contract #39 – Furnishing Trophies & Plaques – to Lerro Enterprises, Inc. and TJ's Sportwide Trophy & Award

27. R-282-21 Authorizing the award of MCCPC Contract #49 – Disposal/Recycling of Municipal Road Wastes – to CEMCO – Custom Environmental Management Company Inc.
28. R-283-21 Authorizing the award of MCCPC Contract #53 – Fencing Materials & Installation – to Challenger Fence, Inc. and Fox Fence Enterprises Inc.
29. R-284-21 Authorizing the default and rescission of a portion of MCCPC Contract #28 – Traffic Sign Materials from ATD Highway Products, LLC
30. R-285-21 Authorizing the award to Viersma Sales & Service, LC and Whibco of New Jersey, Inc. and rejection form Partac Peat Corporation for MCCPC Contract #33 – Clay and Infield Mix for Athletic Fields
31. R-286-21 Authorizing award of a portion of MCCPC Contract #42 – Landscape Materials and Supplies
32. R-287-21 Approving the items of revenue and appropriation per N.J.S.A. 40A:4-87 – MAC Grant

Councilwoman Veech made a motion to approve the Combined Action Resolutions. Councilman Nisivoccia seconded the motion, and the following roll call vote was taken:

AYES:	Councilwoman Carey
	Councilman Loveys
	Councilman Nisivoccia
	Councilman Tkacs
	Councilwoman Veech
	Deputy Mayor Potter
	Mayor Forstenhausler
NAYS:	None

E. UPCOMING EVENTS

Councilman Nisivoccia informed the council that the Randolph Area Chamber of Commerce has a meeting scheduled for Thursday, November 18, at 8:00 a.m. at Vavo Café.

Councilwoman Veech asked Mayor Forstenhausler if the Fire Department's Inspection Ceremony would be similar to the previous year's event. Mayor Forstenhausler informed her that he did not know the details of the Fire Company's plans. Councilwoman Veech asked the mayor to find out more about the event so she and the other council members could dress appropriately. Mayor Forstenhausler stated that he would look into it; he suggested that the council members arrive at the inspection ceremony already dressed for the cocktail hour and dinner.

Manager Mountain informed the council that they were familiar with the proceedings of the 4:30 p.m. inspection.

1. Council Only – 64th Annual Randolph Fire Department Inspection Dinner, Saturday, November 13, 2021: Department Inspection at Millbrook Fire Company #2, 340 Route 10 West, at 4:30 p.m. followed by Cocktail Hour at 6:00 p.m. and Dinner at 7:00 p.m. at the Meadow Wood Manor, 461 Route. 10 East
2. Grand Opening/Ribbon Cutting, Rosenthal Sambonet USA, Ltd., 685 Route 10 East, Randolph on Tuesday, November 23, 2021 at 2:30 p.m.

F. DISCUSSION ITEMS

1. Revised Personnel Policies and Procedures Manual and Employee Handbook – R-288-21

Manager Mountain explained that the township's Joint Insurance Fund requires that the township's Personnel Policies and Procedures Manual and Employee Handbook be reviewed every few years. The JIF provides a checklist of various sections of the handbook that need to be updated and language that needs to be incorporated into the document. He explained that the various changes made to the document were highlighted for the council to review. He advised the council to pass the resolution so the document could be updated promptly.

Deputy Mayor Potter referred to her time on the Diversity Inclusion Steering Committee and shared that the changes in the handbook looked familiar and were fitting with what many residents want. Mayor Forstenhausler agreed.

Councilman Tkacs made a motion to approve R-288-21. Councilwoman Carey seconded the motion, and the following roll call vote was taken:

AYES:	Councilwoman Carey
	Councilman Loveys
	Councilman Nisivoccia
	Councilman Tkacs
	Councilwoman Veech
	Deputy Mayor Potter
	Mayor Forstenhausler
NAYS:	None

2. Best Practices Inventory Checklist

Manager Mountain explained that the township has been completing the Best Practices Inventory Checklist annually for the past five years. The inventory was instituted by the state to standardize the best practices for administrations to evaluate areas of their operations. The state has recognized that some of the categories in the inventory function as a survey; therefore those particular sections are not scored. He explained that the township staff has completed the

inventory to ensure that the questions are being answered accurately. He was happy to say that the township had achieved an acceptable score that guarantees that state aid will not be affected.

Deputy Mayor Potter asked Manager Mountain if there were areas that concerned him or showed deficiencies within the municipality. Manager Mountain informed her that there were no deficiencies and explained the process for determining the responses to certain questions.

Councilman Nisivoccia asked if the township still used procurement cards. Manager Mountain confirmed that the township utilizes the cards. He explained that the cards are very tightly managed and not used aggressively. The cards are essentially only used for the services that require cards instead of purchase orders.

Deputy Mayor Potter made a motion to acknowledge the Best Practices Inventory Checklist. Councilwoman Veech seconded the motion, and the following roll call vote was taken:

AYES:	Councilwoman Carey
	Councilman Loveys
	Councilman Nisivoccia
	Councilman Tkacs
	Councilwoman Veech
	Deputy Mayor Potter
	Mayor Forstenhausler
NAYS:	None

G. OPEN TO THE PUBLIC

Seeing and hearing no one, the public session was closed.

H. COUNCIL COMMENTS

Councilman Nisivoccia reported that he attended the TOMA Martial Arts Academy Break-a-Thon event on Saturday, October 23. He participated in the Municipal Alliance Committee's (MAC) Social Media Addiction program. He attended the soft opening of the Randolph High School's (RHS) new Wellness Center. He met with Phil Sheehy, the chair of the Trails Advisory Committee, to finalize updates to the Trails Master Plan. He attended a ribbon-cutting ceremony for Fort Nonsense Brewing Company and attended an event at Brightview Senior Living with other council members. He shared that some of the senior residents informed him of how isolated they felt as a result of the COVID-19 pandemic.

He shared the seniors' concerns with the MAC; the committee is working on reaching out to the senior community. He reached out to Superintendent Jennifer Fano to have students create cards and seasonal greetings for the seniors. He also reached out to St. Matthew the Apostle Parish and Resurrection Parish's Faith Formation programs. He also reached out to Gottesman Academy but has not heard back from them. He explained that the idea is to have students create holiday cards for the senior community to let them know that they are appreciated and important.

Mayor Forstenhausler commented that it was a great idea. He asked if the cards would be shared between the Brightview and Sunrise Senior Living facilities. Councilman Nisivoccia explained that it would depend on the number of responses from students. He added that he planned to reach out to Director Newman to learn if the Recreation Department might be aware of other senior residents who would appreciate a card.

Councilwoman Veech thought the cards were a great idea. She also suggested the possibility of having the local Girl and Boy Scout Troops visit with the residents at the senior facilities. Councilman Nisivoccia explained that the facilities have put similar events on hold to avoid large gatherings and minimize exposure to the seniors.

Councilman Tkacs reported that he attended a few of the events mentioned by Councilman Nisivoccia, in addition to attending the grand opening event at SportsCare Arena on Wednesday, October 27.

Councilwoman Veech reported that she attended a few of the previously mentioned events. She would be attending a Traffic Advisory Committee meeting later in the evening.

Councilwoman Carey reported that she attended a few of the mentioned events. She made a motion to appoint Jason Huang to the Library Board of Trustees to fill the unexpired term of Anita Calotta. Councilman Nisivoccia seconded the motion and the following roll call vote was taken:

AYES:	Councilwoman Carey
	Councilman Loveys
	Councilman Nisivoccia
	Councilman Tkacs
	Councilwoman Veech
	Deputy Mayor Potter
	Mayor Forstenhausler
NAYS:	None

Councilman Loveys shared that he attended the soft opening of the RHS Wellness Center. He commented that the facility will be impressive once it is completely outfitted.

Deputy Mayor Potter had nothing to report for this meeting.

Mayor Forstenhausler reported that he attended many of the events that were previously mentioned including a number of ribbon-cutting ceremonies. He was gratified to see that many new businesses have been opening in the community as it spoke well about Randolph's economic climate. He shared that many of the business owners opening the new businesses have liked their experience working with the township's offices. He thanked Manager Mountain, the municipal staff, the Economic Development Committee, and the Randolph Area Chamber of Commerce for doing a great job.

He recognized Fire Official Rich Briant and Fire Inspector Rich Cloughley for their efforts at the RHS Wellness Center in maintaining a fire watch since the building's alarm system had not been completed yet.

L. EXECUTIVE SESSION

No Executive Session was held during this meeting.

M. ADJOURNMENT

Councilwoman Veech made a motion to adjourn the meeting at 5:35 p.m. Councilman Loveys seconded the motion, and the following roll call vote was taken:

AYES:	Councilwoman Carey
	Councilman Loveys
	Councilman Nisivoccia
	Councilman Tkacs
	Councilwoman Veech
	Deputy Mayor Potter
	Mayor Forstenhausler
NAYS:	None