

Township of Randolph
Municipal Building
Randolph, NJ
February 1, 2025

A. OPENING OF BUDGET MEETING

1. Call to Order

A budget meeting of the Randolph Township Council was called to order at 8:30 a.m. by Mayor Hathaway. The 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, it was filed with the Township Clerk, and it was provided to those persons or entities requesting notification. Notice was also provided to the West Morris Reporter and the Morris County Daily Record on November 27, 2024, by emailing them the annual resolution adopted by the Council on November 26, 2024. The annual resolution, which included this meeting date, was advertised in the West Morris Reporter, the official newspaper of the Township of Randolph, on December 5, 2024, and the Daily Record on December 3, 2024. Notice was also provided to TapInto Randolph, the official Township online digital publication, on November 27, 2024.

2. Roll Call

PRESENT: Councilwoman Carey
Councilwoman Elbaum
Councilman Nisivoccia
Councilwoman Thornton
Councilwoman Veech
Deputy Mayor Forstenhausler
Mayor Hathaway

Also present: Township Manager Greg Poff, CFO Debbie Bonanno, DPW Superintendent Tom Sweeney, Township Engineer Trista Kuna-Santos, Water and Sewer Administrator Wayne Corsey, and Health Official Courtney Sartain.

3. Pledge of Allegiance

Mayor Hathaway led the Pledge of Allegiance.

B. OPEN TO THE PUBLIC

Seeing and hearing none, the public session was closed.

C. DEPARTMENT BUDGET PRESENTATIONS

Department of Public Works (DPW) – Tom Sweeney

DPW Director Tom Sweeney provided an overview of the Department of Public Works operations for the 2024 year and the proposed DPW operating budget and capital outlay requests for 2025.

The Department of Public Works consists of 20 full-time employees, three part-time recycling attendants, and 17 part-time snow plow drivers, with three divisions:

Division of Public Roads: Maintains 152 miles of roads, storm drains, and various drainage structures. It also handles snow and ice removal, pothole repair, tree removal, roadside mowing, and traffic sign maintenance.

Services provided in 2024:

- Cleaned and identified 692 catch basins
- Repaired and reconstructed 240 catch basins
- Replaced 92 catch basin grates with new compliant ones
- Replaced 184 catch basin curb backs with new compliant ones
- Applied crack sealant to 36 township roads
- Applied 366 tons of asphalt for pothole and water break repairs
- Cut down and removed 67 trees out of the township right of way
- Responded to 10 winter snow/ice events totaling 29.2 inches of snow
- Applied 3931.58 tons of salt and 14,129 gallons of liquid calcium chloride to roads

Division of Recycling: Manages the Recycling Center, fall leaf and spring brush collections, and mulch delivery program.

Services provided in 2024:

- Collected 4140 cubic yards of brush from the spring brush collection program
- Collected 27,630 cubic yards of leaves from the fall leaf collection program
- Collected 996 Christmas trees from the Christmas tree collection program
- Delivered 288 truckloads of mulch to township residents at a revenue of \$28,800.00
- Hauled 88 loads of light/cast iron to be recycled at a revenue of \$ 48,039.24

Division of Fleet Maintenance: Oversees maintenance of around 225 vehicles, including public works, police, fire, ambulance, and administrative vehicles.

Services provided in man-hours in 2024:

- Public Works 2588-man hours
- Administration 147-man hours
- Fire 505-man hours
- Police 873-man hours
- Rescue 126-man hours
- Water-Sewer 266-man hours
- Parks-Rec 285-man hours
- Recycling 665-man hours

Mr. Sweeney reviewed the department's Leaf Collection Program, noting that there were

operational setbacks in 2024 that extended curbside collection into January. He reported the following impacting factors:

- Substantial increase of leaves to be collected curbside
- Vehicle breakdowns, 30-yard roll-off truck fire, borrowed a 20-yard truck from Denville, truck # 921 lift cylinder replacement, loader brake failure down 2 months.
- Cardboard compactor down, increased hauling open 30-yd roll-off containers of cardboard to the recycling facility, which limited time hauling leaves
- Manpower shortage
- Increased number of leaves placed on lawns and not placed curbside on scheduled collection pickup days, increased labor plowing leaves into the street.

He reviewed the new MS4 Storm Water Requirements and shared that the department crew sweeps township roads a minimum of three times a year and averages clearing a minimum of 640 inlets per year. He discussed the department's goal of replacing all non-compliant inlet heads (373) and grates (1206) with compliant ones by the end of 2027.

He reviewed the department's street/road, snow removal, and fleet operating expenditures.

Capital Outlay request for 2025: The department is requesting funds to purchase a truck-mounted air compressor replacement for fleet truck #919. The Vanair Viper D80 truck-mounted air compressor would be used to operate jackhammers for stormwater inlet repairs and asphalt repairs on township roads. The item would replace the Atlas Copco 2005 model on the fleet and be purchased through the ESCNJ Co-Op.

The Township Council and DPW Director Tom Sweeney engaged in a Q&A session and discussed potholes, road maintenance, tree replanting/removal, and the recycling center.

Engineering/Water and Sewer – Trista Kuna-Santos and Wayne Corsey

Township Engineer Trista Kuna-Santos and Water and Sewer Administrator Wayne Corsey provided an overview of the department's operations for 2024.

Mrs. Kuna-Santos described the various functions, roles, and responsibilities of the office, which include responding to resident inquiries and requests, designing small in-house projects and managing consultants for larger township projects, inspections for ongoing construction projects (private development, utility installation, etc.), the review of land development permit applications, and the maintenance of technical records concerning public property, township facilities, and water and sewer infrastructure.

She provided an overview of the department's 2024 accomplishments:

- Calais Road & South Road Improvements: Two NJDOT Local Aid projects were awarded in 2023 for road improvements, with construction starting in Spring 2025.
- Millbrook Avenue NJDOT Grant: Secured \$283,530 for road improvements, with a contractor award deadline in November 2026.
- Municipal Building Curtain Wall: Coordinate the design and construction contract to repair and replace Town Hall's curtain wall, starting in Spring 2025.
- Municipal Building Parking Lot Repaving: Worked with contractors to resurface and improve the parking lot, including curb replacement and striping.

- Tree Removal and Replacement: Ongoing coordination for removal of dead ash trees throughout the Township.
- Major Development Projects Oversight: Inspections of site improvements at Habitat, Oaks at Randolph, and Canoe Brook/ Woodmont developments.
- Road Repaving: Coordinated milling and resurfacing of 14 roads (over 5 miles) as part of the Township's Annual Road Repaving Program.
- County Infrastructure Projects: Collaborated on the Sussex Turnpike Rock Slope Stabilization project, with traffic control and resident updates.
- Park Projects: Designed and constructed various small-scale park improvements, including drainage and lighting.
- Country Lane Repairs: Identified and repaired sinkholes on Country Lane through design and DPW construction.
- On-Call Engineering Services: Selected four firms for consulting services on small-scale Township projects.
- NJDEP MS4 Program: Completed training, audits, and stormwater management updates, including mapping and webpage overhaul.

She reviewed the department's 2025 goals:

- NJDOT 2023 Local Aid Projects: Contractor awarded in Winter 2024. Calais Road Phase 2 and South Road reconstruction will start in Spring 2025. Preconstruction meeting next week.
- NJDOT 2024 Local Aid (Morris Turnpike): The grant was awarded in November 2023, and the contractor will be awarded by November 2025. The design RFP will be issued in the Winter of 2025, and construction will start in the Spring of 2026.
- NJDOT 2025 Local Aid (Millbrook Ave): Developing RFP for design alongside Morris Turnpike project. Construction is planned for 2026.
- Curtain Wall Replacement: A preconstruction meeting was held. Shop drawings are being reviewed, and fabrication will take 10-12 weeks. Demolition and construction are expected to begin in late April/early May and last 3-4 weeks.
- Town Hall Roof Replacement: Scheduled for March 2025, with potential RFP for construction oversight.
- Roadway Resurfacing: The list of roads to be repaved will be finalized by Spring 2025. Resurfacing will take place in Summer 2025.
- County Infrastructure Projects: Coordination for Combs Ave bridge replacement and Sussex Turnpike resurfacing (Summer 2025). Improvements to South Morris St and Franklin Rd/Quaker Church Rd in 2025.
- Rosenfarb Park: Working with the Parks Department on a new design layout.
- Freedom Park Ballfield Lighting: Construction contract for lighting to be awarded in Spring 2025.
- Retaining Wall Replacement: Wall replacements are planned for 302 Millbrook Ave and 42 Lawrence Road in 2025; with the possibility of removing and grading the wall at Everdale/Mountainside.
- DPW Containment System & Other DPW Projects: RFP to be issued for containment system design this winter, with construction in 2025 or 2026, depending on complexity.
- West Hanover Ave Sidewalk: RFP for sidewalk extension design to be issued this winter, with construction in 2025 or 2026.

- NJDEP MS4 Program: Ongoing GIS mapping, focusing on stormwater basin maintenance and education outreach. A grant is available to retrofit detention basins with green infrastructure.

She reviewed elements of the department's capital budget:

- Operating Budget – Minor increases in 2025 (up by 1.79%), mostly due to salary increases and increased MS4 stormwater permit fees.
- Stormwater System Maintenance: Ongoing maintenance for stormwater management facilities, including inlets, outfalls, and basins, to meet NJDEP regulations. The budget remains the same as in previous years, with Engineering and DPW identifying systems needing maintenance.
- Retaining Wall Replacement: The Township will use existing funds (\$166,605.44) from previous years to replace timber retaining walls. Anticipated replacements in 2025 include walls at 302 Millbrook Avenue and 42 Lawrence Road, with the Everdale/Mountainside wall possibly removed.
- Tree Removal: Removing dead or damaged trees, particularly ash trees affected by the Emerald Ash Borer. The budget request remains at \$75,000 to continue tree removal in parks and other areas.
- Morris Turnpike Reconstruction: An NJDOT Local Aid Grant was awarded for reconstruction. The design, bidding, and contractor award must be completed by November 2025, with construction planned for Spring 2026. Design funding of \$50,000 was set aside in 2024.
- Millbrook Avenue Reconstruction: An NJDOT Local Aid Grant was awarded in 2024 for design and construction by November 2026. The design cost is estimated at \$50,000, and total construction is around \$807,000. The remaining funds from prior years will be applied to the project.
- Road Resurfacing Program: Annual repaving of roads, with a list of roads to be finalized by early Spring 2025. Roads slated for resurfacing include Main Street, Budd Street, Chester Avenue, Kirkbride Drive, and others.
- Administration Vehicles: Purchase two vehicles for the administration fleet—one for the Engineering Department and one to replace an existing vehicle; the vehicles are to be purchased through co-op programs.

The Township Council and Township Engineer Trista Kuna-Santos engaged in a Q&A session and discussed stormwater regulations, municipal building and community projects, NJDOT aid, the tree removal program, and more.

Mr. Corsey provided an overview of the division's 2024 accomplishments:

- Birchwood Road – Coordinated with Cifelli Contracting and oversaw construction activity for granite block curb installation, roadway repaving, and driveway apron repair. Improvements were necessary after a water main for a fire hydrant was installed in October 2023.
- CCM Pump Station – Supervision of the construction of the new CCM PS and continued coordination with utility companies. Close out of new pump station construction.
- Arrowgate Pump Station – Coordinated the installation of a new flow meter in the Arrowgate pump station.

- Den Brook Pump Station – Coordinated emergent pump station repairs and equipment replacement with Pumping Service for the Den Brook pump station. Improvements included new pumps, wet well equipment, comminutor replacement, and controls.
- General Pump Station Repairs – Coordinated emergent pump station repairs with Pumping Service, AC Daughtry, and GenServe for the Arrowgate pump station, Mt. Pleasant pump station, Meadowbrook pump station, and Roc Etam pump station for various alarms and emergency generator issues.

He reviewed the division's goals for 2025:

- Den Brook Pump Station – Coordinate completion of emergency repairs for the pump station and schedule design plan preparation of upgrades for 2025 construction.
- Dogwood Pump Station – Complete design plans for pump station upgrades, prepare bid packages, issue for construction, and monitor construction. All works are slated for 2025.
- Water System Pressure Study - Complete pressure studies to determine the impacts on the water system due to new affordable developments.
- Water Tank Loop Road Paving – Pave the stone loop road around the water tank.
- Water Quality Accountability Act – Contract out to have a report completed & then submit to NJDEP.
- Inflow & Infiltration Study – Schedule video investigations of the existing Township sanitary sewer system to determine areas of I&I in response to RVRSA requirements. Due to the size of the township's sanitary sewer system, this study will be broken up into phases over the next few years to address the projected highest potential I&I area first. As the video investigations are completed, we will develop plans to remedy any I&I issues in the township's system.
- Working with Denville on their I&I investigation as a large section of their sanitary sewer system discharges to our sewer collection system.

He reviewed elements of the division's capital budget:

- Operating Budget – minor increases for full-time staff, consultant line item reduced due to hiring of full-time engineer, division overtime, water tank protection, and maintenance and upkeep of water and sewer systems, and the purchase of Bulk Water from the MCMUA, Butterworth, and RVRSA.
- Capital Improvements:
 - Dogwood – Prepare scope of work for pump station improvements and submit for bids to complete recommended work. \$100,000.00 request in addition to previous allocations of \$676k.
 - Den Brook – Site improvements for better access and maintenance - \$50k
 - W&S Service Vehicles – Additional funds needed for Replacement of Vehicles #780 due to current pricing increases above previous year allocations. - \$50k
 - Seeking funding to address emergent repairs to the sanitary sewer system. Current remaining balances cover potential for emergent repairs to the water & sewer system.
 - Infiltration & Inflow: Investigations of existing water system for inflow & infiltration. Conduct video investigations and complete repairs to damaged pipes and manholes. \$50k
 - Morris Turnpike Water Main Installation: Water main required to close loop in water system before Morris Turnpike is paved in 2026.

The Township Council and Water and Sewer Administrator Wayne Corsey engaged in a Q&A session and discussed stormwater regulations and pump station projects.

Health/Construction – Courtney Sartain

Township Health Official Courtney Sartain provided an overview of the Health Department and its divisions:

- Environmental Health Division: Inspects food establishments, vending machines, recreational bathing facilities, campgrounds, and monitors solid waste, water supply, and septic systems.
- Housing and Property Maintenance Division: Manages the Certificate of Habitability program for rental unit inspections, ensures habitability, and enforces housing and property maintenance codes, including lead inspections starting in 2023.
- Animal Control Division: Operates the Randolph Regional Animal Shelter, provides animal care and rescue, participates in rabies prevention, and conducts cruelty investigations. Services extend to Randolph, Rockaway Borough, and Dover.
- Public Health Nursing Division: Conducts disease investigations, home visits, and immunization audits. It also runs adult and children's vaccine programs for uninsured/underinsured individuals and supports hazard preparedness.
- Recycling and Solid Waste Division: Oversees curbside trash collection, recycling operations, and recycling center management.
- Vital Statistics Division: Handles state-mandated vital statistics services, including issuing marriage/civil union licenses, processing death certificates through the Electronic Death Registration System, and providing certified copies of vital records.

She provided an overview of the Construction Department:

The department enforces New Jersey's Uniform Construction Code and local ordinances related to building, plumbing, electrical, and fire subcodes. It is staffed by two full-time Technical Assistants, a Plumbing Inspector, a Building Inspector, and shares services with Roxbury Township for a Construction Official and Electrical Inspector.

Under the supervision of a State-Licensed Construction Official, the department:

- Reviews building and renovation plans.
- Inspects properties to investigate potential violations.
- Issues permits for all construction activities.
- Conducts inspections and provides Certificates of Occupancy and Certificates of Approval.
- Subcode officials also perform periodic inspections, investigate violations, and issue notices for non-compliance.

She reviewed operating expenditures for animal control, salaries and wages, solid waste collection, recycling, and code enforcement.

The Township Council engaged in a Q&A session with Health Official Courtney Sartain and discussed stormwater regulations and pump station projects.

D. OTHER BUDGET CONSIDERATIONS

1. Revenue

Manager Poff and CFO Bonanno reviewed various revenue items in the municipal budget. Manager Poff explained that the majority of the township's revenue comes from the annual tax levy; the tax levy brings in

58% of the township's revenue. He reviewed the other revenue items:

- Fund Balance 17%
- Misc. Revenue 13%
- Library 5%
- State Aid 5%
- Receipts from Delinquent Taxes 1%
- Interlocal Agreements 1%

Manager Poff shared that miscellaneous revenues are generated by township operations comprised of a number of different items including licenses, various fees (including recreation), permits, municipal court fines, interest on investments and deposits, and cable franchise fees. Miscellaneous revenues anticipated in 2025 budget total \$4,972,981.

2. Open Space and Recreation Trust

CFO Bonanno explained that the Open Space and Recreation Trust is estimated to generate \$928,658 in 2025; the interest income is estimated to be \$12,500. She explained the appropriations and revenues for the trust fund. The township is planning to appropriate \$1,028,470 in 2025.

3. Review of Fund Balance

Manager Poff explained that the fund balance is made up of several components including lapsing of appropriation reserves, revenue in excess of budgeted amounts, reserve for uncollected taxes, added and omitted taxes, and miscellaneous revenues not anticipated. The township's fund balance showed an increase at the end of 2024. The balance as of December 31, 2024 was \$10,462,314. With the fund balance in a strong position, this budget calls for using an additional \$150,000 to lessen the increase on the municipal property tax levy. The amount of fund balance anticipated in the 2025 budget is \$6,366,470.

1. Reserve for Uncollected Taxes

Manager Poff explained that this non-spending appropriation is a reserve that covers any budget shortfalls as the result of uncollected taxes. The township's collection rate is historically strong; as a result, the proposed amount of \$2,722,355 is more than sufficient for what it is the township would otherwise need. He reminded the council that this is a non-spending appropriation that the township is obligated to pay 100% of all the taxes due to the Schools and County, regardless of its collection rate for the year. The required amount for the reserve for uncollected taxes is affected by the percentage of taxes collected the previous year and the total amount of taxes levied, including school and county taxes.

E. OPEN TO THE PUBLIC

Seeing and hearing none, the public session was closed.

F. COUNCIL COMMENTS/QUESTIONS/DISCUSSION

The council thanked the department heads, and CFO Bonanno and Manager Poff for presenting the various budget elements. They looked forward to continuing the budget process.

G. ADJOURNMENT

Councilman Nisivoccia made a motion to adjourn the meeting at 1:12 p.m. Councilwoman Veech seconded the motion, and the following roll call vote was taken:

AYES: Councilwoman Carey
 Councilwoman Elbaum
 Councilman Nisivoccia
 Councilwoman Thornton
 Councilwoman Veech
 Deputy Mayor Forstenhausler
 Mayor Hathaway
NAYS: None