

Township of RANDOLPH

2023 Annual Report



Randolph Rescue Squad - Thunderbolt Assistance Dogs Training



Randolph Seniors for Project Healthy Bones



2023 Flag Retirement at VFW Post 7333



Randolph Community Garden



Inclusive Playground at Freedom Park



Wishbone - Randolph Regional Animal Shelter



Randolph Police - Toys for Tots Collection



2023 Randolph Park Beach Opening



2023 Randolph Fire Inspection Ceremony

ANNUAL REPORT

It is my privilege to present the 2023 Randolph Township annual report in accordance with state statute. The township enjoys a reputation as a highly desirable community and that reputation is built upon the day-to-day operations detailed in this report.

Randolph is served by 179 full-time and part-time employees across seven departments and the municipal court. The township is also served by 68 rescue squad members and 80 firefighters. Our community benefits from resident volunteers serving on boards, committees, and recreation programs.

I am proud to report that in 2023 the township met or made significant progress on all the goals established for the year. A few of last year's highlights include:

- Launched a new website for the township, which improved key elements critical to residents' online and mobile experiences. The website will serve to enhance township communication.
- Prepared and facilitated the adoption of the township's first Environmental Guidebook. In addition, the township secured a \$30,000 grant from the New Jersey Highlands Council to fund this project.
- Achieved compliance with the joint insurance fund's cybersecurity checklist, reducing the township's co-pay.
- Filled several key staff positions, including Communications Director, Zoning Officer, and Assistant Township Manager.
- Implemented steps to ensure compliance with state comptroller best practices, including a regular review of federal and state payroll tax deposits made on behalf of the township, and the verification of licensed professionals' current credentials.
- Received a clean audit report with no current year recommendations or material weaknesses.
- Implemented the state-mandated lead-based paint inspection program, which requires the owner, landlord and/or agent of every single-family, two-family, and/or multiple dwelling unit offered for rental, to obtain an inspection of the unit for, and remediate, lead-based paint hazards.
- Secured a grant to increase the capacity of the Health Department to respond to the needs of private well users. The New Jersey Department of Health is providing this award to support private well testing and education outreach efforts and other private well-focused initiatives.



- Completed the Brundage Park lighting project. The transformer was installed in March, and the project concluded in time for the 2023 spring season.
- Adopted the Trails Master Plan update. The Trails Advisory Committee made its formal recommendation to the Township Council at its September 21 meeting.
- Ensured compliance with state requirements for public reporting of police misconduct. The Chief of Police confirmed the department's compliance with state requirements.
- Participated in the update of the Morris County Multi-Jurisdictional Hazard Mitigation Plan (HMP). Participation in the HMP allows each municipality to be eligible for federal pre-disaster mitigation funding opportunities and other benefits under the program.
- Successfully completed the annual road resurfacing program. More than 4.6 miles of roads were resurfaced as part of the 2023 program valued at \$1.1M.
- Installed a new fire hydrant on Birchwood Road. The Water & Sewer Division completed the installation of approximately 700' of 8" ductile iron pipe water main and a fire hydrant along the beginning portion of Birchwood Road.

In addition to the township's multiple social media platforms, Randolph Township also offers the ability for residents to opt-in to receiving notifications regarding services, safety, engagement and more. Visit our website, www.randolphnj.org and click on the "Stay Informed" button, to view various media channels and notification subscription options. Residents can subscribe to receive alerts via email or text SMS for meeting agendas, calendar events, news items, emergency alerts, recycling and garbage collections, traffic alerts, and much more.

Every Friday, the township sends out weekly email updates regarding programming, events, and local announcements happening in the community. It's a great way to stay connected and plan your schedule for the upcoming week. Visit www.randolphnj.org to sign up and receive these weekly emails. Stay informed about library concerts, Brundage Park Playhouse shows, recreation events, and municipal updates, such as holiday garbage collections, or watering restrictions.

Please take a few moments to review the information in this annual report and remember, Randolph Township's successes result from a team effort that includes our citizens.

Gregory V. Poff II
Township Manager

RANDOLPH TOWNSHIP MISSION STATEMENT

The Randolph Township municipal organization strives to make the Township of Randolph the best it can be by providing effective governance, enhanced customer services, and excellent community facilities.

"The Council-Manager form of government is simply a sensible modern way to handle municipal housekeeping. The plan is strong at every point where older systems of government are weak. It facilitates two essentials: control by voters and efficient management." - National Municipal League.

Randolph's Council-Manager form of government has been in operation since 1969. In 1968, local voters approved the recommendation of a special charter study commission by public referendum that provided for a modernization in Randolph Township's form of local government. This change brought about Randolph's present Council-Manager form.

The distinctive feature of this form of government is the strict separation between legislative and administrative functions. The plan calls for the partisan, at large election of seven Township Council members, from whom the elected body selects one of its members to serve as Mayor each year. By law, the Township Council has the responsibility for all legislative matters, ranging from enactment of all ordinances and resolutions to general citizen representation. Twelve separate advisory boards and committees assist policy formulation of the Township Council.

Administrative responsibilities of the township are vested in the full-time Township Manager. Charged with the day-to-day operation of the township, the Township Manager directs all township services and the enforcement of municipal ordinances. Appointed by, and serving at the pleasure of the Township Council, the Township Manager is a professionally trained individual whose basic responsibility is the efficient and economic operation of your local government.

The Township Clerk is secretary to the Township Council and is the Election Official of the Township. The Township Clerk records and prepares the minutes of each Township Council meeting. The Township Clerk also processes, records, and files resolutions and ordinances, arranges for legal advertising of official documents, and issues various licenses and permits. The Township Clerk's election responsibilities include providing voter registration forms to residents, accepting petitions for vacancies in local elected offices, furnishing materials for local elections, selecting polling areas, and maintaining custody of election results.

How does a Township Council function?

The Mayor, who is elected every year by his and her fellow Township Council members, presides over Council meetings. The Township Council is similar to a corporate board of directors. The Township Council is assisted by the Township Attorney, who prepares ordinances and advises on legal issues, the Township Clerk, who prepares resolutions, and the Township Manager, who functions much like the CEO of a corporation.

If I have an idea, how do I go about presenting it to the Township Council?

You are invited to speak at the "Public Comment" portion at the beginning and end of every meeting on any subject. Also, the public is invited to comment on ordinances at the public hearing prior to adoption, the final vote. If you have new ideas for the Township Council to consider, you may want to speak with the Township Manager or department head ahead of time to obtain supporting data.

Is there a protocol for speaking at meetings?

Yes. The entire Township Council should be addressed through the chair (Mayor). Do not engage in dialogue with members without the chair's permission. Proper decorum should be observed. Succinct, constructive comments and a respectful tone are greatly appreciated and create an appropriate decision making environment.

How do I know in advance what items will be on the agenda?

The agenda is published and posted on the bulletin board in the Municipal Building five days prior to a meeting. At the Township Council's direction, the agenda is also published on the Township's website www.randolphnj.org.

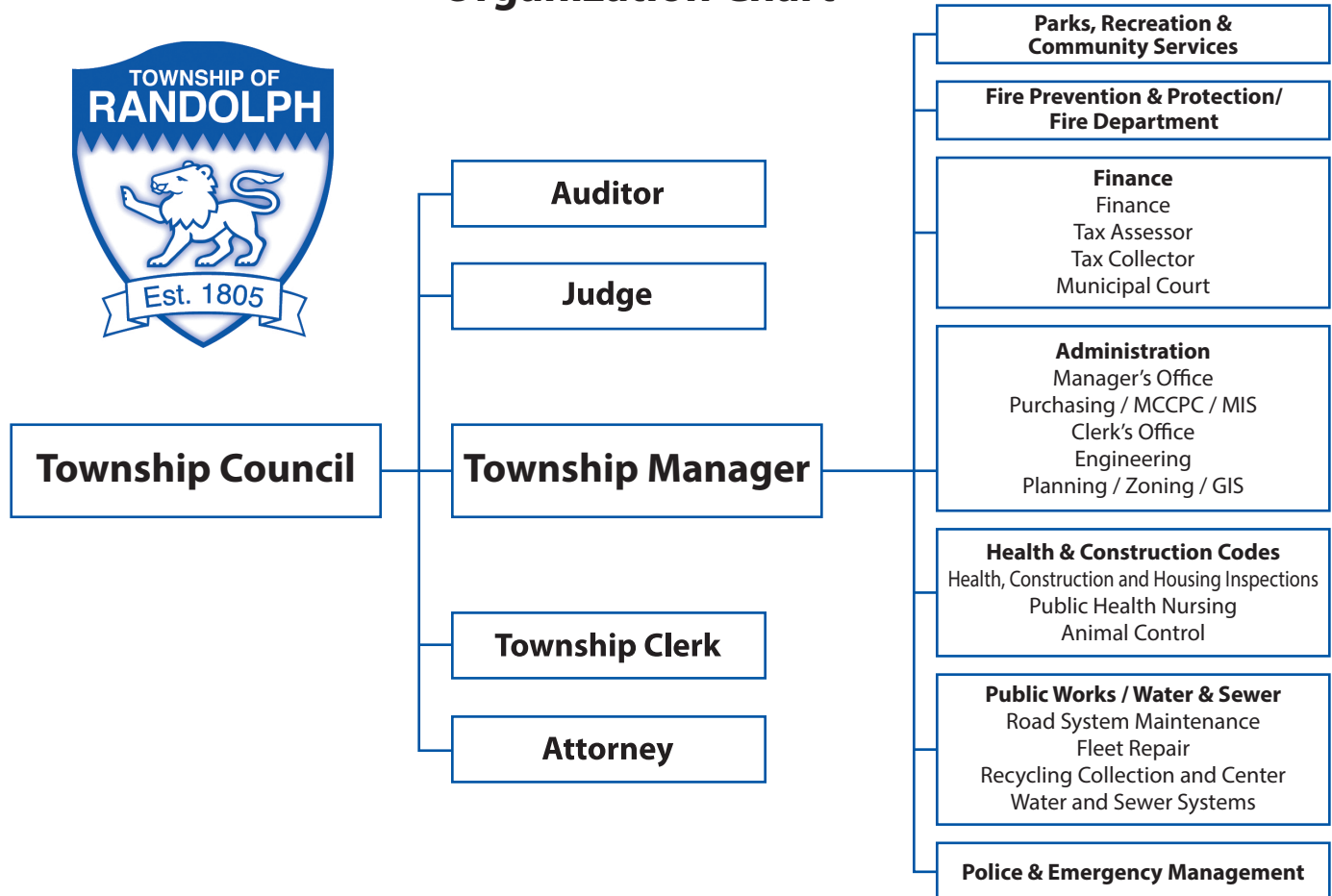
Can I review the minutes of the meeting?

All open session meetings are available for public inspection. You can read the minutes on the township website, www.randolphnj.org, or at the office of the Township Clerk. A complete recording of the meeting is also available for review at the office of the Township Clerk.

Demographics 2020 Census Data (most recent available)

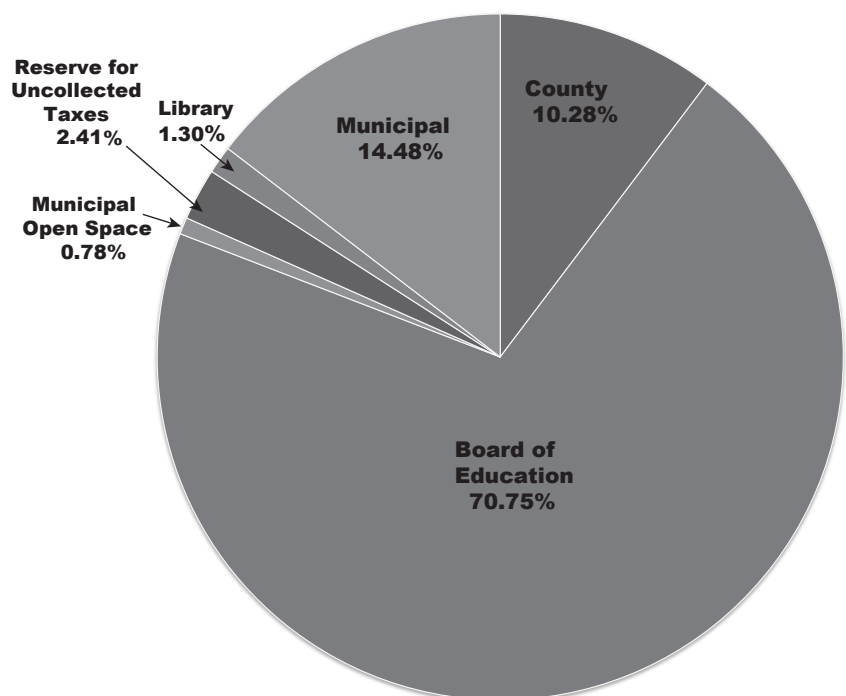
Total Population	26,504
Total Housing Units	9,676
Owner Occupied Housing	76.2%
Renter Occupied Housing	23.8%
Median Age (years)	40.1
Average Family Size	3.29
Median Per Capita Income	\$68,007

TOWNSHIP OF RANDOLPH Organization Chart



Your Tax Dollars

Property taxes collected by the Township are divided among the Randolph Board of Education, the County of Morris, the library and the township. The figure illustrates the percentage that each of the jurisdictions received in 2022 from the average taxpayer in the Township of Randolph.



The Township of Randolph practices careful financial management and conservative long-term fiscal planning. Overseen by Chief Financial Officer Deborah Bonanno who controls budgetary expenditures, administers the township's debt and cash management programs, prepares year-end financial statements, and provides recommendations to the Township Manager and Council with regard to financial policy. The Finance Department consists of three divisions:

- **Finance**
- **Assessments**
- **Collections**

Assessments is headed by Glen Sherman, a Certified Tax Assessor, who is responsible for determining the fair market value of all real estate in the township and keeps assessment records of each and every parcel of real property assessed or exempted. The township's 2023 ratable base of \$4,386,852,885 represents a 0.1885% increase from the prior year.

The Collection Division is administered by Linda Ann Roth, a Certified Tax Collector, who prepares tax bills, maintains an account of all tax collections, and enforces collection of delinquent taxes through municipal tax sales and

foreclosures. The 2023 tax levy (including school and county) stands at \$121,041,368.96; the 2023 tax collection rate was approximately 99.4%.

Randolph maintains separate water and sewer accounts as not all taxpayers are sewer customers or connected to the public water system. The operation includes the preparation and processing of quarterly service charges, and the maintenance of records of water consumption and sewage system connections. The Water and Sewer combined budget for 2023 equals \$8,248,525.

2023 Tax and Water/Sewer Information

	2023	2022
Tax Parcels	8,487	8,484
Total Assessed Value	\$4,386,852,885	\$4,378,599,178
Ratio to True Value	87.96%	94.55%
Water Accounts	6,049	5,973
Sewer Accounts	4,277	4,154

Township of Randolph 2023 Budget Information

TOWNSHIP	2023	% of Total Budget
REVENUES		
Surplus Anticipated	\$5,952,883	17.11%
Miscellaneous Revenues	\$3,350,230	9.63%
Interlocal Service Agreements	\$207,000	0.60%
Federal & State Grants	\$449,316	1.29%
State Aid	\$1,955,142	5.62%
Receipt for Delinquent Tax	\$557,000	1.60%
Local Tax for Municipal Purpose	\$20,654,162	59.38%
Local Tax for Municipal Library	\$1,659,047	4.77%
TOTAL REVENUES	\$34,784,780	100.00%
EXPENDITURES		
General Government	\$5,427,294	15.60%
Public Safety	\$5,901,539	16.97%
Public Works	\$5,687,501	16.35%
Community Programs	\$2,777,005	7.98%
Municipal Library	\$1,659,047	4.77%
Statutory Charges	\$2,639,803	7.59%
Accumulated Leave Liability	\$30,000	0.09%
Federal & State Grants	\$449,316	1.29%
Unclassified and Deferred Charges	\$100	0.00%
Liability and Group Insurance	\$4,510,330	12.97%
Debt Service	\$851,490	2.45%
Capital Improvements	\$2,129,000	6.12%
Reserve for Uncollected Taxes	\$2,722,355	7.83%
TOTAL EXPENDITURES	\$34,784,780	100.00%

WATER AND SEWER	2023	% of Total Budget
REVENUES		
Surplus Anticipated	\$1,065,525	12.92%
Reserve for Debt Service	\$50,000	0.61%
Miscellaneous Revenues	\$7,133,000	86.48%
TOTAL REVENUES	\$8,248,525	100.00%
EXPENDITURES		
Administration and Executive	\$1,661,805	20.15%
Operations	\$1,227,750	14.88%
Service Agreements	\$3,795,000	46.01%
Statutory Charges	\$274,235	3.32%
Debt Service	\$519,735	6.30%
Capital Improvements	\$770,000	9.34%
Deferred Charges	\$0	0.00%
TOTAL EXPENDITURES	\$8,248,525	100.00%

The Department of Parks, Recreation, and Community Services strives to meet the needs of our community by providing a wide range of leisure activities, social services, and facilities for township residents of all ages. Four advisory committees appointed by the Township Council (Recreation, Parks, Wildlife Management, and Trails) work with the department to review and establish programs, policies, and procedures.

Recreation

Recreation programs offered by the department attract residents throughout the year. The various programs range from team sports for adults and children, preschool programs, summer swim lessons, tennis lessons, dance classes, day camp, teen camp, theater arts camp, art lessons and camp, crafts and special events. Thirteen program committees and 534 registered coaches help provide the necessary support and coaching for our programs.

Throughout 2023, Randolph offered programs and classes that attracted over 31,000 registered participants as well as over 30 special events and community programs that attracted additional non-registered participants.

The summer day camp, based at Freedom Park, continued to grow in 2023. Summer programs, including camps and sports clinics, provide a valuable service to parents and much needed activities to preschoolers, grade-schoolers, and middle school-aged children, as well as employment opportunities for teens and young adults. For ongoing sports programs, 200 new youth sports coaches attended Rutgers Youth Sports Coaches training sponsored by the department. In addition, coaches and program volunteers were screened through background checks.

Brundage Park Playhouse attracted 2,951 patrons to main-stage performances of "Gypsy," "Lost in Yonkers," "Once Upon a Mattress," "Beauty and the Beast," "Cat on a Hot Tin Roof," and "Honk, Jr.," as well as "Faith: An Adult Cabaret," "Kids Cabaret," and a Murder Mystery Dinner: "Bullets on Broadway."

Artworks Studio offered year-round classes and workshops for preschoolers, youth and adults, as well as a full schedule of week-long summer camps.

The Community Center on Calais Road is utilized for programs, meetings, and special activities, as well as the Randolph Rompers preschool program. The Community Center also functions as one of Randolph Township's emergency warming/charging centers for township residents, and houses the Randolph Township food pantry.

The department is pleased to continue offering expanded programs through our online registration system; 90 percent of all available registrations are now completed online. Registration can be accessed by following the "Parks & Recreation" link on the township's website.

Participants

Season or Program	2023	2022
Fall	2,191	2,753
Winter	1,858	1,708
Spring	2,385	2,209
Summer	4,261	3,622
Year Round	4,168	4,669
Randolph Park	14,564	12,814
Senior Activities	2,544	1,601
Total	31,988	29,376

Parks

Each of the township's parks, Veterans Community Park, Brundage Park, Freedom Park, Heistein Park, Hidden Valley Park, and Randolph Park, is unique and provides facilities for residents of all ages. Arts in the Park, the Country Fair, and the Haunted Trail, as well as many smaller events throughout the year, were held at Veterans Community Park. Community Garden beds were again sold out. The Randolph Park Beach was a daily summer destination for many residents and their families.

In addition to maintaining the park system, parks maintenance staff is responsible for maintaining Randolph Trails, which are an integral component to our community's recreation infrastructure. The trail system runs a 16-mile course traversing five parks, the Clyde Potts Reservoir Watershed, and 2,000 acres of pristine open space. The trails link together township schools, neighborhoods and parks, and connect to Patriot's Path at Combs Hollow and Old Brookside roads. Ongoing maintenance includes clearing snow from trail heads, tree removal, leaf blowing in the fall, and repair of gates and trail surfaces.

Special department projects completed in 2023 included:

- Renovation of the Freedom Park Playground with the installation of inclusive play elements
- Installation of Hometown Heroes banners at Veterans Community Park
- Bridge repairs on all trails
- Installation of Wibit at Randolph Park Beach
- Re-grading of Heistein Park Pond parking lot
- Installation of phase converter for Brundage Park ballfield lights
- Installation of security lighting on all park buildings
- Replacement of transformer for lights on the Freedom Park turf fields

Community Services

Community Services provides programs and support to senior citizens, disabled adults, and others requiring special assistance. In addition to the food pantry, which is located at the Community Center and open Monday through Friday, holiday food distributions are also conducted in November and December. In 2023, an estimated 125 individuals and/or families in Randolph were provided food or household items from the pantry. Through donations from the community, gifts were provided to 54 children through the Wish Tree program.

The township's Dial-a-Ride program continued to provide transportation to medical appointments, social events, and shopping centers throughout Morris County. This service is provided by two bus drivers, utilizing a 24 passenger bus and two minivans. Our vehicles traveled approximately 8,960

miles, providing transportation to 397 seniors or permanently disabled residents for shopping trips, and 367 medical appointments. Additionally, community service volunteers delivered meals to 20 individuals through the Morris County Meals on Wheels program.

Information

Information about all our programs can be obtained by calling Parks, Recreation, and Community Services, Monday through Friday at 973-989-7081. The township website, www.randolphnj.org, includes calendars of events for all programs and activities as well as upcoming registration dates.

Municipal Court

The Randolph Township Municipal Court has jurisdiction over the following matters within the Township:

- Motor vehicle violations
- Local ordinance offenses (zoning, building, health violations)
- Petty disorderly offenses
- Disorderly person offenses
- Fish and game violations
- Park police-traffic & criminal offenses
- Weights and measures violations
- Community Dispute Resolution Committee (mediation)

The Municipal Court is served by a part-time Municipal Judge and three full-time staff members including the certified Court Administrator, Christine Hopler, who oversees and supervises the operations of the Municipal Court. Court sessions are attended by the Municipal Prosecutor, with the Public Defender assigned on an as-needed basis. The judge and court personnel report to the Administrative Office of the Courts.

Among other tasks, the Municipal Court Judge is authorized to issue warrants, search warrants, and temporary restraining orders involving domestic violence cases. The Court Administrator is responsible for overseeing and assisting in the day-to-day operations, dispersing monies to the proper authorities, balancing bank accounts, being available at all times to sign warrants, taking complaints, preparing monthly reports and budget information, and customer service.

The Deputy Court Administrators are responsible for overseeing the office when the Court Administrator is unavailable as well as processing bail, sending indictable offenses paperwork to Superior Court, and customer service.

Motor Vehicle

	2023	2022
Complaints Filed	3,376	3,288
Convictions	3,588	3,183
Dismissals	917	782
Violations Processed	3,533	3,247
Jail Sentences	8	5
License Suspensions	79	58

Criminal

	2023	2022
Complaints Filed	428	373
Convictions	476	510
Dismissals	51	67
Violations Processed	476	570
Jail Sentences	1	2
License Suspensions	1	0

In 2023, the Randolph Township Police Department remained focused and attentive to its core mission of delivering high quality professional police services to the community. The department continued throughout the year to invest in initiatives that progressively moved the organization forward, as well as hiring two new officers. In addition, the department continued to maintain and foster existing relationships with local, state and regional stakeholders, all while engaging in outreach activities designed to expand upon those solidified bonds.

Key areas addressed in 2023 include:

- Maintained staffing levels through hirings.
- Managed overtime costs, which achieved the goal of remaining well under budget.
- Secured funding for the acquisition of the first ever, department-wide Class A/Honor Guard style uniform.

In 2024, the department is committed to maintaining, while also trying to improve, the high level of service to which our community has become accustomed. As the world's climate continues to change on a day-to-day basis, we will look to implement any actions necessary, and will adjust accordingly to help ensure that our services are never compromised.

Finally, we will continue to build upon the strong foundation of the collaborative partnerships already in place with all of the schools, both public and private, and the law enforcement agencies around the state at every level.

Police Department Yearly Comparison

	2023	2022
Number of calls for assistance	40,353	39,607
Patrol miles traveled	340,436	271,722
Number of sworn officers	35	35
Motor vehicles summonses	3,000	3,048
Motor vehicle written warnings	5,979	6,197
Criminal Complaints	89	90
Driving under the influence arrests	55	53
Motor vehicles accidents	757	781
Juvenile arrests	9	4
All other arrests incl. local ordinances	172	130
Crimes Index UCR	88	92

Rescue Squad

The Randolph Rescue Squad (RRS) is a non-profit, volunteer-staffed organization funded largely by donations received from the residents of Randolph Township. A dedicated team of 68 active volunteers and 13 junior members are led by Captain Justin Lash and President Christopher Zelley with the help of their committed officers and board members.

The Rescue Squad provides the township and its surrounding communities with basic life support services from 7:00 p.m. to 6:00 a.m. on weekdays and 24 hours a day on Saturdays and Sundays. Daily coverage on Monday through Friday from 6:00 a.m. to 7:00 p.m. is handled through a township contract with St. Clare's Hospital emergency medical services.

In 2023, our volunteer members responded to 914 emergency calls. They also attended training courses, performed administrative functions, and provided a wide array of services for the community accumulating over 3,000 man-hours and over 22,543 riding hours. The range of squad services included transportation to local hospitals, stand-by support and onsite emergency medical services at fire calls, community activities, and sporting events as well as the sponsorship of community

events such as the bi-annual Food Truck Festival held at the County College of Morris.

The squad also hosted five blood drives in 2023 and conducted programs including first aid, automated external defibrillator (AED), and cardio-pulmonary resuscitation (CPR) for community organizations, youth groups, and professional organizations. All services were provided at no cost. The squad building also underwent a massive construction project with the completion of our second floor as well as other building improvements.

Our highly trained personnel are national and state-registered Emergency Medical Technicians who are certified in CPR for the Professional Rescuer. Additionally, all have completed an extensive driver training program. Training is provided free of charge, with most training done during off-duty hours.

Anyone interested in learning more, volunteering, or supporting RRS should visit the website at www.randolphrescue.org. If you have questions, contact RRS via email at info@randolphrescue.org.

The Randolph Township Fire Department continues to serve the residents with volunteer fire and emergency service as it has for 90 years. The department also provides for the enforcement of the NJ Uniform Fire Code, public education programs, and other services. The department provides 24-hour service to the residents, with 80 firefighters working out of four fire stations. Enforcement of the fire code is provided by the Bureau of Fire Prevention, staffed by full-time Fire Official Richard C. Briant and three part-time inspectors. The Fire Official also serves as the Fire Subcode Official for the Construction Department and Deputy Coordinator for the Office of Emergency Management.

The Fire Department is headed by Chief Michael Vanadia and Deputy Kevin Dunn who have offices in the Municipal Building. Each of the four fire companies is led by a Battalion Chief along with other company officers. Each fire station is privately owned by individual fire associations. The associations are responsible for the maintenance of their facilities. Some funding is provided by the township government, with fundraising activities making up the balance of funds needed for the associations.

The four fire companies covering the township are:

- **Fire Company #2**, Millbrook, 340 Route 10
Phone: 973-366-6780, www.millbrookfire.org
- **Fire Company #3**, Mt. Freedom, 670 Millbrook Avenue
Phone: 973-895-2007
- **Fire Company #4**, Ironia, 331 Dover Chester Road
Phone: 973-584-7393, www.ironiafire.org
- **Fire Company #5**, Shongum Mtn., 118 W. Hanover Ave.
Phone: 973-895-3719, www.shongummountain.com

Fire Department Activities

	2023	2022
Structure Fire Responses	9	3
Other Type Fire Responses	46	40
Gas Leaks	39	44
Automatic Fire Alarms	185	181
Other Non-Fire responses	308	316
Mutual Aid	21	23
Total Responses	608	607
	2023	2022
Man-hours – Responses	4,040	3,613
Man-hours – Training, Education, Maintenance	13,538	12,263
Man-hours – Total	17,578	15,876

Bureau of Fire Prevention

The Bureau of Fire Prevention is part of the Randolph Township Fire Department and is responsible for the inspection of all buildings within the township. Inspections are done annually, except for all one- and two-family dwellings. Inspections are to ensure compliance with the New Jersey Uniform Fire Code. The inspectors with the bureau also perform smoke detector/carbon monoxide/fire extinguisher inspections for the sale, re-sale, or change of occupancy for one- and two-family dwellings. Other duties include the investigation of fires, citizen complaints, and with the assistance of fire department members, education programs to the public and to the schools within the township. The Fire Official also serves as the Fire Subcode Official for the Construction Department. This position involves performing plan reviews and inspections on any new structure as well as additions or alterations to any structures.

Fire Prevention Bureau Activities

	2023	2022
Inspections/Re-Inspections	1,332	1,391
Smoke Detector/CO Alarm/ Fire Extinguisher Inspections	312	444
Incident Investigations	13	5
Public Education Programs	57	44
Fire Subcode Inspections (New Construction)	317	308

The fire department administrative offices are located in the Municipal Building at 502 Millbrook Avenue. The Fire Official and Fire Inspectors may be reached at 973-989-7039 during normal business hours. The Fire Chief and Deputy Fire Chief may be reached by calling 973-989-7098. You may reach individual fire company officers by calling the phone numbers provided. The best time to reach the fire chiefs or company officers is Monday evening between the hours of 7:00 p.m. and 9:00 p.m.



Randolph Council Members during the Annual Fire Inspection.

The Department of Health and Code Enforcement is responsible for the township's public/environmental health, housing, property maintenance, solid waste, recycling and construction department activities.

In 2022, the department began its transition back to pre-pandemic activities. While the Public Health Nurse Division continues to assist community public health stakeholders with COVID-19 related matters, its activities are returning to normal. The nursing staff remains vigilant with its COVID-19 response, but works hard to keep our community safe from other communicable diseases such as seasonal flu, Respiratory Syncytial Virus (RSV), Mpox, and Ebola.

The department also covers construction plan review, building permit issuance, and all phases of building inspections. The department is headed by Mark Caputo, a licensed Health Officer. The Health Officer serves as Ex Officio member to the Randolph Township Board of Health, an advisory board comprised of resident volunteers. This advisory body provides advice to the Randolph Township Council and administration on a wide variety of matters affecting public health and quality of life.

The Health Department

The Randolph Township Health Department is a full-service agency providing local health services to Randolph residents and to several other municipalities in the region. In order to provide these shared services, state law requires the department be headed by a full-time, New Jersey licensed Health Officer who is charged with assuring Randolph Township and the municipalities it serves are in compliance with the New Jersey Standards of Performance for Local Boards of Health (NJAC 8:52-1 et seq). The Health Officer does this by coordinating activities of the divisions referenced below.

The sharing of health services is a practice begun by Randolph many years ago as a strategy to enhance the cost efficiency of the department operation. The strategy has been extremely effective, allowing the department to maintain a high level of service while saving Randolph and participating municipalities hundreds of thousands of dollars through the sharing of costs. Under the terms of inter-local service agreements, the Randolph Health Department covers a combined population of approximately 64,000, providing local health services to Chester Township, Rockaway Borough, Roxbury Township, and Randolph Township.

The health department administers other services for Randolph Township such as animal control, recycling coordination, recycling enforcement, solid waste services, New Jersey Clean Communities program, property maintenance, housing, and the Right-to-Know program.

To meet the state mandated performance standards, the department coordinates the following activities:

Environmental Health Division performs activities that include inspections of food establishments, food vending machines, bathing places and campgrounds, as well as the monitoring of solid waste disposal, potable water supply, and septic systems. Permits and licenses for fertilizer applications and therapeutic massage establishments are also the responsibility of the health department

Housing and Property Maintenance Division administers the Certificate of Habitability program whereby all rental units within Randolph are inspected prior to occupancy. Rental units, including the garden apartment complexes, are a part of this program; the township ensures that these units remain in a habitable condition consistent with Randolph standards. In 2023, this division added lead inspections for residential rental properties. This division also investigates and enforces the housing code and property maintenance ordinance where issues such as overcrowding and blight are encountered.

Animal Control Division conducts activities that are performed by licensed Animal Control Officers in Randolph, Rockaway Borough, and Dover. This division operates the Randolph Regional Animal Shelter located in Mendham. The division maintains the facility on a daily basis, seven days per week. The division is supported by a large group of volunteers whose duties range from cattery maintenance to dog walking and dog sitting. Animal Control personnel also participate in rabies prevention services, animal rescue, care for sick and abandoned animals, and in conducting animal cruelty investigations.

Public Health Nursing Division, staffed by public health nurses and professionals, has been tasked with conducting disease investigation services according to NJ Department of Health and CDC guidelines. The division has managed to carry out routine nursing services deemed essential. The nursing division plays an integral part in all hazard preparedness activities.

In 2023, the nursing division continued to promote the Adult Vaccine for Children Program (317). The program offers free vaccines to adults who are uninsured or underinsured. The program is well utilized by residents, particularly those who are between medical homes due to changes in employer sponsored health insurance. Vaccines made available to township residents through this program are received free of charge via the New Jersey Department of Health.

This division also responded to numerous welfare check calls; welfare checks are for older residents who may live alone, and are often generated by a call from a concerned neighbor.

Recycling and Solid Waste Division performs oversight to the curbside trash and recycling collection, and recycling center operations. Randolph continued its tradition of excellence in recycling. We ranked amongst the highest recycling rates of all Morris County towns which helped Morris County maintain its county rate amongst the highest in New Jersey.

Vital Statistics Division performs state mandated vital statistic services on behalf of the township. These services include issuance of marriage and civil union licenses. The division also complies with the Electronic Death Registration System (EDRS) requirement, whereby all death certificates are now processed via a web-based system. This division provides certified copies of birth, marriage, civil union, and death certificates, in addition to other documents mandated under state rules governing vital statistics.

Public Health Nursing

	2023	2022
Total Home Visits	894	995
Chem-23 Blood Profile	1	1
Communicable Disease	731	3,721
Childhood Immunizations	293	290
Adult Immunizations	293	290

Curbside Collection (in tons)

	2023	2022
Weekly Garbage	137	141
Bi-Annual Bulk	427	478
Newspaper Recycling	30	16
Other Paper Recycling	429	340
Mixed Recyclables	2,063	2,938
Appliances/Metal	48	215

Vital Statistics

	2023	2022
Marriage Licenses Recorded	157	140
Marriage Licenses Issued	135	136
Deaths Recorded	36	52
Births Recorded	213	246
Civil Unions	1	0

Inspections

	2023	2022
Food/Drink/Vending	220	250
Septic	394	552
Certificate of Habitability	370	325
Multiple Dwelling	11	227

Animal Control

	2023	2022
Rabies Vouchers	545	466
Dog Licenses	1,859	1,989
Cat Licenses	300	334
Animals to Shelter	126	214
Adopted Animals	73	137
Returned to owner	46	50

The Construction Department (Code Enforcement)

The Construction Department, supervised by Construction Official Rod Schmidt, continues to successfully utilize the Randolph/Roxbury Shared Construction Official agreement. The Construction Official, a state mandated position, administers and enforces the provisions of the state's Uniform Construction Code, as well as municipal codes and ordinances relating to construction activities.

This department is responsible for plan reviews and for the issuance of permits for all construction activity within the township. Additionally, departmental staff inspect work authorized by permits, and periodically inspect structures and land in the township to investigate potential violations brought to the department's attention.

Randolph and Roxbury are similar in that the municipalities are nearing the point of "build out" which means there are few large undevelopable tracts. Nearing the point of "build out" makes this shared service viable as construction activities are limited to work performed on existing developed parcels.

Construction Department Activities

	2023	2022
New Residential Const.	4	3
New Commercial Const.	5	7
Alteration Permits	1,745	1,577
Inspections	5,732	5,354
Certificates of Occupancy	30	25
Certificate of Approvals	1,613	1,444
Permits & Updates Issued	1,879	1,739



2nd grade Brownie troop 98424 participating for Clean Communities Day.

The Department of Public Works, headed by Director Tom Sweeney, currently employs 20 full-time employees, four part-time recycling attendants and 16 part-time snow plow drivers.

This Department consists of the following divisions:

- Division of Public Roads
- Division of Recycling
- Division of Fleet Maintenance

Division of Public Roads

The Division of Public Roads maintains approximately 152 miles of roadways, 3,189 drainage inlets, 150 stormwater outfalls, 77 detention basins and water quality swales, and an estimated 100 miles of storm drains. The division also oversees the snow and ice removal operation, pothole and curb repair, roadside mowing, tree removal, roadway cleaning, traffic sign maintenance, drainage improvement projects, storm water inlet management, and coordinates the annual roadway striping and overlay programs.

Division of Recycling

The Division of Recycling operates the Recycling Center, administers the fall leaf and the spring brush collections, and coordinates the mulch delivery program. As part of the recycling operation, this division also delivers the recycled products to facilities which market the materials.

Division of Fleet Maintenance

This division manages fleet maintenance for all Public Works vehicles, and the township’s police, fire, ambulance, and administrative vehicles. The maintenance and repair for the approximately 225 vehicles are performed in-house.

Comparison of Seasonal Services Provided		
Program	2023	2022
Spring Brush Collection (cubic yards)	3,760	3,990
Fall Leaf Collection (cubic yards)	24,760	23,292
Road Overlay Program (miles)	10.62	3.92

Major departmental projects and accomplishments during 2023:

- The overlay program of municipal roads entailed upgrading and repairing over 290 catch basins to comply with environmental mandates regarding storm water systems and to be structurally sound. The department milled and repaved 10.62 miles of the municipal road system.
- Initiated and completed drainage projects on Beaver Dam, Meadowbrook, Combs Hollow, and Woodland roads, and Rose Way.
- Initiated and completed phase three of the removal of dead Ash trees within the township right of way that fell victim to the Emerald Ash Borer. A total of 247 dead Ash trees within the township right of way were removed between January and October.
- Collected 1,391 Christmas trees which were grinded into mulch.
- Delivered 233 truckloads of ground mulch and 44 truckloads of Ash tree logs to township residents.
- Responded to 12 winter weather events in 2023, from small salting events to major plowing events. The total combined snowfall accumulation for the season was 19.1 inches.



Doug Doland finalizing cement work on a new storm basin installed on the Combs Hollow drainage project.



Tyler Muzzillo, Brett Fancera, Chuck DeCristoforo, and Robin Huff clearing a clogged pipe on the Rose Way drainage project.

Division of Engineering

The Division of Engineering is headed by Engineering, Water & Sewer Administrator Wayne Corsey, and contracts with Paul Ferriero of Boswell Engineering, Inc. as the consulting township engineer.

Engineering maintains all technical records with respect to public property, township facilities, and water and sewer infrastructure. On a daily basis the division inspects ongoing development sites, responds to resident inquiries, designs and manages small to medium township projects, prepares Requests for Proposals for major construction projects, assists in the planning and execution of Public Works and Water & Sewer projects, and provides assistance to all other departments as needed. Reviews of planning and zoning applications are also conducted.

The Division of Engineering supervises and coordinates personnel, operations, and all improvement projects within the Division of Water & Sewer. On a daily basis the division reviews new or proposed water/sewer improvements and connections for single-family homes, commercial properties, subdivisions, and existing infrastructure. The division also prepares cost estimates, performs inspections of new water and sewer improvements, prepares water and sewer fee calculations, and submits permit applications and records to New Jersey Department of Environmental Protection (NJDEP), Rockaway Valley Regional Sewerage Authority (RVRSA), Morris County Municipal Utilities Authority (MCMUA), Morris Township, and the Town of Dover for utilities provided to Randolph Township.

Division of Water & Sewer

The Division of Water & Sewer is responsible for the operation and maintenance of all water and sewer infrastructure owned by the Township of Randolph, which includes:

SANITARY SEWER SYSTEM

- 82 miles of sanitary sewer lines and force mains
- 10 sanitary sewer pumping stations
- 1,900 sanitary sewer manholes

The township collects and conveys sewerage to the Rockaway Valley Regional Sewerage Authority and the Butterworth Treatment Plant (Morris Township).

WATER SYSTEM

- 145 miles of potable water lines
- 9 water pressure regulating valves
- 1,000 fire hydrants
- 1 water pressure booster station
- 1.4 million gallon water storage tank

The township bulk purchases water from the MCMUA. The division conducts all EPA and NJDEP required water quality testing, and a yearly leak detection survey for the entire water distribution system.

The following are some 2023 accomplishments:

Engineering:

- Oversaw the reconstruction of the Park Avenue Phase 1 & 2 Improvements including curb replacement, milling and paving, and some additional drainage improvements.
- Continued coordination with DPW, Planning and Zoning Department, and Tree King for removal of dead ash trees throughout the township.
- Continued inspections of site improvements and reviewed site improvements for Habitat for Humanity, 42 Bennett Avenue, to get Certificate of Occupancy for two buildings. Coordinated with Special Projects Crew to construct an access path from South Salem Street to pedestrian bridge to Habitat for Humanity site.
- Coordinated and oversaw Cifelli Contracting installing approximately 450 cubic feet of flush concrete curbing to control pavement degradation and provide edge protection for future new repaving of Combs Hollow Road. Work with DPW to provide a sketch of a new inlet on Combs Hollow Road to collect stormwater runoff from natural spring.
- Coordinated With DPW, New Jersey Natural Gas, South State & Tilcon for repaving of roads that previously had gas main installations, and township's Annual Road Repaving Program.
- Coordinated with Morris County Engineer's office for the Millbrook Avenue bridge repairs and West Hanover Avenue improvements. Monitored construction of both projects for impacts to Randolph residents, traffic control, and drainage improvements.

Water & Sewer:

- Oversaw construction and completion of the rehabilitated Meadowbrook Pump Station.
- Supervised the construction of the new County College of Morris Pump Station and continued coordination with utility companies.
- Coordinated pump station repairs with Pumping Service for the Dogwood Pump Station for comminuter replacement and Den Brook Pump Station for pump failure and repairs.
- Prepared bid documents and worked with contractor to video inspect the Jackson Brook Interceptor sanitary sewer trunk mains in Randolph & Mine Hill townships.

The Division of Planning & Zoning Administration/GIS (Geographical Information Systems) administers all matters with regard to land use and planning activities ongoing within the township. Planning and Zoning Administrator Darren Carney serves as liaison for the administration to the Planning Board and to the Board of Adjustment, advises and determines the completeness of applications pending before these boards, supervises the development and maintenance of the GIS and related systems, and acts as the municipal housing liaison for the purpose of administering the township's affordable housing program pursuant to the Fair Housing Act. The Zoning Officer, Richard Biase, reviews applications for development and/or construction to determine compliance with zoning standards prior to the issuance of construction permits, issues zoning permits and zoning certificates of occupancy, performs regular inspections within the township to ensure compliance with zoning ordinances and approvals, and issues notices and/or summonses for violations of the zoning code or violations of site plan conditions as set by the Planning Board or Board of Adjustment. During 2023, the division assisted residents with understanding the update to the Housing Element & Fair Share Plan as well as numerous related land development ordinance changes.

Zoning Enforcement	2023	2022
Application Review	554	525
Approvals	542	502
Denials	12	24
Summonses Issued	1	0
Number of Cases	1	1

Board of Adjustment

The Board of Adjustment hears development applications that are not in compliance with the zoning regulations. These may include simple variance requests for setbacks on residential properties, to large commercial projects in which the use is not permitted. The board hears testimony and renders a decision based on the best interest of the township and its residents.

The board is comprised of seven regular members and two alternates. The regular members serve four-year staggered terms, and the alternates serve two-year terms. Alternates only vote when a quorum of the regular members is not present. All members are citizen appointees.

Board of Adjustment	2023	2022
Applications Heard:	9	18
Approved	2023	2022
Site Plans	1	1
Variances	7	15
Subdivisions	0	0
# Lots	0	0

Planning Board

The Planning Board hears development applications that are typically in compliance with the zoning regulations. Plans for the upcoming year include an update of the Circulation Element of the Master Plan and review of redevelopment applications for properties along Route 10 and in Mount Freedom.

The board is comprised of nine members, one of which is the Mayor or Mayor's designee, an official member, and one Council member. Appointed citizens make up the remainder of the board, serving four-year staggered terms.

Planning Board	2023	2022
Applications Heard:	10	10
Approved	2023	2022
Site Plans	5	8
Sq. Ft. Nonresidential	0	0
Variances	1	4
Subdivisions	2	1
# Lots	2	1



New Taco Bell in the Randolph Square shopping center near South Salem Street and Franklin Road intersection.

The Randolph Township Free Public Library continues to successfully offer a host of services and programs to residents while providing space for studying, reading and meetings.

Below are selected highlights from 2023:

- In-person programming remained popular with all ages.
- Collection includes books, eBooks, CDs, DVDs, Blu-Rays, audiobooks in a variety of formats, magazines, and newspapers. There are also small specialty collections such as Books in a Bag for use by book clubs, Health Bags for certain health-related issues, and Things to Share, which includes board games, lawn games, cake pans, athletic equipment, etc.
- Free eBooks, magazines, and eAudiobooks were available for downloading through the Libby App.
- Storytimes for babies, toddlers, preschoolers, and elementary school children.
- Book clubs for children and adults. A summer community reading selection—"One Book, One Community".
- A StoryWalk at Veterans Community Park.
- A Museum Pass Program that allows residents to borrow passes to the Morris Museum, the Montclair Art Museum, Museum of Early Trades & Crafts and the Intrepid Sea, Air and Space Museum.
- Twenty-six computing stations available with high speed Internet connectivity as well as wireless Internet access.
- Eight word processing stations, color printing and copying, and an easy-to-use scanner.
- Five multi-game computers for children.
- Teen area that includes lounge and bistro seating, drafting table, four computers with widescreen monitors, books, and magazines to borrow.
- Expanded graphic novel and manga collection.
- Access to online content including Consumer Reports, Wall Street Journal Online, Reference Solution, Small Business Reference Center, CorFacts Online, HeritageQuest Online, Mango, and Tumblebooks.
- Using the Main Library Alliance, cardholders are able to place requests for materials system-wide, renew materials online, and request books through the statewide network, JerseyCat.
- Three meeting rooms for use by local non-profit groups and individuals.

Library Statistics – 2023

Circulation	270,274
Items owned	119,498
Program attendance	15,213
Visits	94,745

Library Operating Budget

Income	\$	Expenses	\$
Township	1,659,047	Salaries	650,342
State Aid	14,755	Materials	153,287
Contributions	1,217	Programs	29,566
Fines	1,061	Other operating	660,031
Other	78,537	Capital improvement	27,290
Total	\$1,754,617	Total	\$1,520,516



Library Staff Team Building Program, Soaring Together.



Baby Oliver, enjoying the Children's Room in the Randolph Public Library.



Township of Randolph
Randolph, NJ 07869-3799

PRESORTED
STANDARD
U.S. POSTAGE
PAID
DOVER, NJ 07801
PERMIT NO. 273

RESIDENT Randolph, NJ 07869

2024 Township Council



Christine Carey
Mayor



Joseph Hathaway
Deputy Mayor



Helene Elbaum



Mark Forstenhausler



Lou Nisivoccia



Marie Potter



Joanne Veech

Hours of Operation

Township Offices

502 Millbrook Avenue
973-989-7100
www.randolphnj.org
Mon-Fri: 8:30 a.m. – 4:30 p.m.

Police Department

502 Millbrook Avenue
973-989-7010
Police Emergencies – Dial 911

Public Works and Recycling

Public Works Operations
1345 Sussex Turnpike
973-989-7086
7:00 a.m. – 3:00 p.m.

Recycling Center

Intersection of Morris &
Sussex Turnpike
973-989-7050
Closed Monday and Tuesday
Wed-Fri: 7 a.m. – 3 p.m.
Sat: 8 a.m. – 4 p.m.
Sun: 9 a.m. – 3 p.m.

Library

28 Calais Road
973-895-3556
Mon-Thurs: 9 a.m. – 9 p.m.
Fri-Sat: 9 a.m. – 5 p.m.
Sun: Noon – 4 p.m.
Summer hours differ from
this schedule.

Community Center and Recreation Offices

30 Calais Road
973-989-7081
Hours are the same as the
Township offices.

Whom to Call

ADMINISTRATION

Gregory V. Poff II
Township Manager
973-989-7060

Stuart Greer
Assistant Township
Manager
973-989-7057

Robert Rios
Communications Director
973-989-7130

Darren Carney
Planning & Zoning
Administrator
973-989-7080

Donna Marie Luciani
Township Clerk
973-989-7041

Wayne Corsey
Engineering Administrator,
Water and Sewer
973-989-7068

POLICE

Will Harzula
Chief of Police
973-989-7014

Keith Donovan
Lieutenant, Investigations
973-989-7018

Jeff Gomez
Lieutenant, Services
and Administrative
973-989-7013

Jeff Goral
Lieutenant, Patrol
973-989-7034

FIRE

Michael Vanadia
Fire Department Chief
973-989-7098

Richard C. Briant
Fire Official, Fire Sub Code
Official
973-989-7039

EMERGENCY MANAGEMENT

William E. Wagner
Emergency Management
Coordinator
973-214-7629

COURT

Christine Hopler
Court Administrator
973-989-7055

Wandaly Orama
Deputy Court
Administrator
973-989-7054

Sonia Pardo
Deputy Court
Administrator
973-989-7056

FINANCE

Deborah Bonanno
Chief Financial Officer
973-989-7045

Linda Roth
Treasurer/Tax Collector
973-989-7047

Glen Sherman
Tax Assessor
973-989-7075

HEALTH AND CONSTRUCTION CODE

Mark Caputo
Director
973-989-7050

Rod Schmidt
Construction Official
973-989-7071

Erika Barkman

Animal Control Officer
973-989-7050

PUBLIC WORKS

Tom Sweeney
Director
973-989-7086

PARKS, RECREATION, AND COMMUNITY SERVICES

Russ Newman
Director
973-989-7081

Steve Eisenstein
Assistant Director
973-989-7081

LIBRARY

Lore Reinhart
Director
973-895-3556

Robert Tambini
Assistant Director
973-895-3556