

Township of RANDOLPH

2024 Annual Report



Reading Across America



CCM Backpack Giveaway



Randolph Seniors Picnic



VFW Awards Ceremony



Morris Habitat for Humanity



2024 Arts in the Park



Tri-County Senior Olympics

A Message from the Township Manager

2024 Annual Report

Randolph Township: A Year in Review

The year 2024 was one of significant progress for Randolph Township. We focused on fiscal responsibility, infrastructure improvements, community engagement, and organizational development, all while keeping taxpayer interests at the forefront.



Financial Stewardship:

- Responsible Budgeting:** We successfully crafted and adopted a balanced 2024 budget that prioritized essential services while maintaining tax rate stability. This achievement, coupled with a clean audit report with no material weaknesses, demonstrates our commitment to sound financial management.
- Grant Awards:** We secured over \$230,000 in grants, including funding for the Rosenfarb-Guerin Farms Trail, Rosenfarb Park improvements, and recycling initiatives. These grants not only enhance our community but also help to minimize the tax burden on residents.
- Cybersecurity Focus:** We proactively addressed cybersecurity challenges by implementing measures to meet the advanced security requirements of our liability insurance policy. This proactive approach helps protect taxpayer funds and sensitive information.

Infrastructure Improvements:

- Road Resurfacing:** We completed our annual road resurfacing program, prioritizing key streets and minimizing disruptions to residents. An after-action review was conducted to identify areas for improvement in future projects.
- Traffic Safety:** We collaborated with Morris County to enhance the safety and traffic flow at the critical Center Grove Road and Quaker Church Road intersection.
- Utility Upgrades:** We made significant progress on essential utility projects, including pump station repairs, new flow meter installations, and the coordination of a major natural gas line installation along Route 10.
- Municipal Building Enhancements:** We continued to improve our municipal facilities with upgrades such as parking lot resurfacing, ethernet wiring, and atrium glass replacement, ensuring a more efficient and comfortable environment for both staff and residents.

Community Focus:

- Enhanced Communication:** We launched SeeClickFix, a user-friendly platform that allows residents to easily report issues and track their resolution. This tool strengthens the communication channels between the township and its residents.
- Community Health:** We actively participated in the county-wide Community Health Assessment, identifying key health concerns and developing targeted solutions to address them.
- Supporting Local Businesses:** We continued to support our local economy through our Economic Development Committee on initiatives such as the Randolph Rewards program and the veteran business initiative. Learn more about our thriving local business community by visiting www.randolphlocal.com.

Organizational Excellence:

- Strengthening our Team:** We filled critical positions, including the hiring of a full-time assistant township manager, a township engineer, and a health officer. We also implemented a new Employee Assistance Program to support the well-being of our dedicated staff.
- Continuous Improvement:** We conducted thorough after-action reviews following emergencies, identifying areas for improvement in our response procedures. We also actively sought out professional development opportunities, such as exploring the integration of AI in service delivery.

Land Use and Development:

- Responsible Growth:** We carefully reviewed development applications, ensuring they align with township ordinances and address the needs of our community. We also continued to monitor the progress of affordable housing construction projects.
- Addressing Community Concerns:** We worked diligently to address the ongoing operation of Cooperative Sober Living Residences within the township, balancing the needs of all residents.

These accomplishments represent the collective efforts of our dedicated staff and the support of our community. We are committed to continuing to serve Randolph Township with diligence, innovation, and a focus on improving the quality of life for all our residents.

As mentioned earlier, Randolph Township launched its newest communication tool. SeeClickFix is a community-driven communication tool and request management system that bridges the gap between Randolph residents and township officials to improve citizen services. With SeeClickFix, you can report issues in real-time, track updates on your requests, and connect with township staff for faster resolutions. Visit www.randolphnj.org for more information or download it from your app store today.

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 programs, 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.

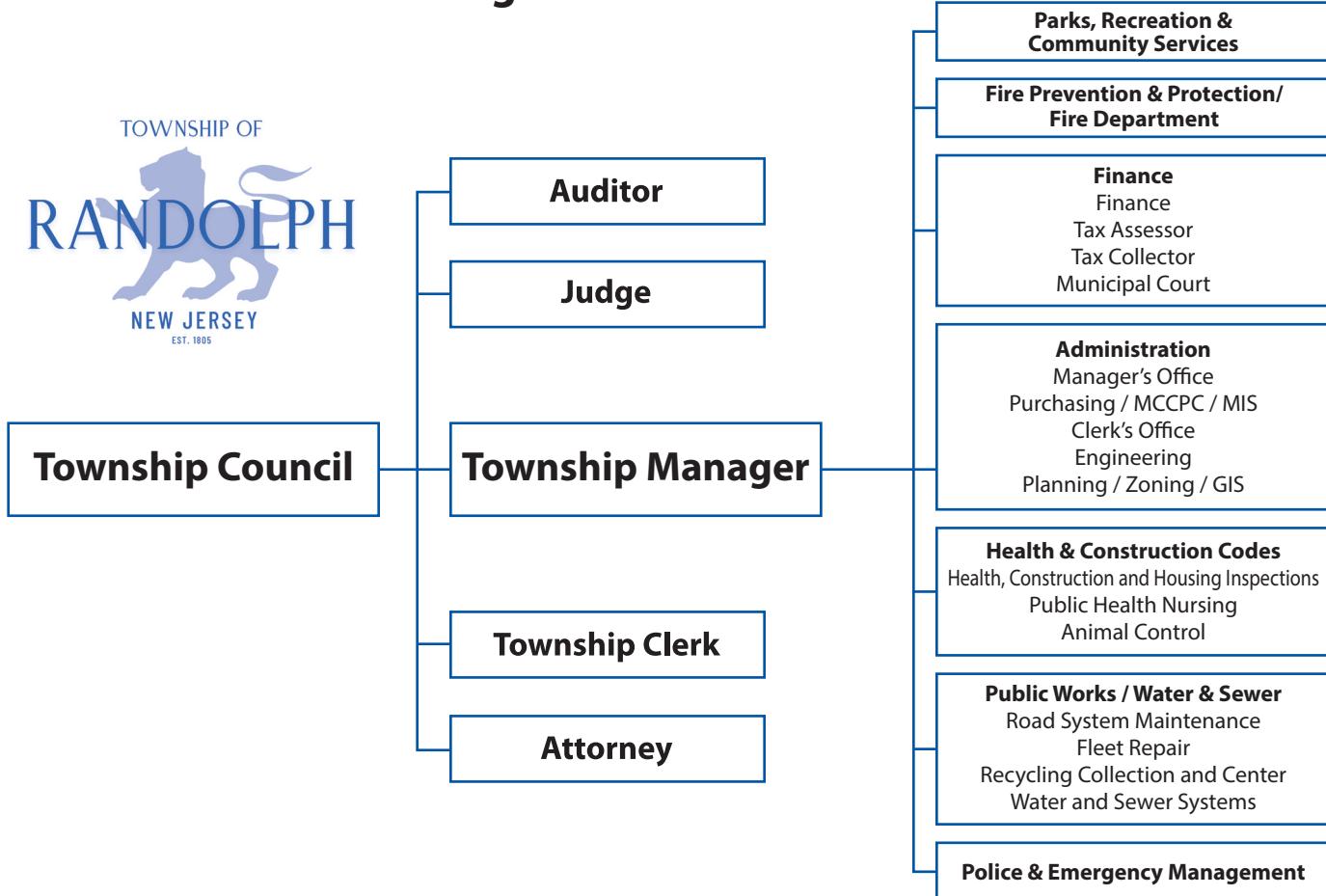
Can I review the minutes of the meeting?

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. This figure illustrates the share each of the jurisdictions received in 2024 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 2024 ratable base of \$4,402,782,083 represents a 0.3631% 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 2024 tax levy (including school and county) stands at \$124,617,256; the 2024 tax collection rate was approximately 99.37%.

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 2024 equals \$8,376,735.

2024 Tax and Water/Sewer Information

	2024	2023
Tax Parcels	8,486	8,487
Ratio to True Value	83.64%	87.96%
Water Accounts	6,055	6,049
Sewer Accounts	4,293	4,277
Total Assessed Value	\$4,402,782,083	\$4,386,852,885

Township of Randolph 2024 Budget Information

TOWNSHIP	2024	% of Total Budget	WATER AND SEWER	2024	% of Total Budget			
REVENUES								
TOTAL REVENUES								
Surplus Anticipated	\$6,216,472	16.98%	Surplus Anticipated	\$1,181,735	14.11%			
Miscellaneous Revenues	\$4,147,688	11.33%	Reserve for Debt Service	\$0	0.00%			
Interlocal Service Agreements	\$205,000	0.56%	Miscellaneous Revenues	\$7,195,000	85.89%			
Federal & State Grants	\$684,424	1.87%	TOTAL REVENUES	\$8,376,735	100.00%			
State Aid	\$2,059,759	5.63%	EXPENDITURES					
Receipt for Delinquent Tax	\$547,259	1.49%	Administration and Executive	\$1,837,358	21.93%			
Local Tax for Municipal Purpose	\$21,001,606	57.37%	Operations	\$1,217,080	14.53%			
Local Tax for Municipal Library	\$1,747,938	4.77%	Service Agreements	\$3,945,000	47.09%			
TOTAL REVENUES	\$36,610,146	100.00%	Statutory Charges	\$286,983	3.43%			
EXPENDITURES			Debt Service	\$508,314	6.07%			
TOTAL EXPENDITURES			Capital Improvements	\$582,000	6.95%			
General Government	\$5,632,012	15.38%	Deferred Charges	\$0	0.00%			
Public Safety	\$6,294,155	17.19%	TOTAL EXPENDITURES	\$8,376,735	100.00%			
Public Works	\$6,040,698	16.50%	<i>Township of Randolph</i>					
Community Programs	\$3,022,391	8.26%						
Municipal Library	\$1,747,938	4.77%						
Statutory Charges	\$2,705,987	7.39%						
Accumulated Leave Liability	\$30,500	0.08%						
Federal & State Grants	\$684,424	1.87%						
Unclassified and Deferred Charges	\$100	0.00%						
Liability and Group Insurance	\$4,681,076	12.79%						
Debt Service	\$848,510	2.32%						
Capital Improvements	\$2,200,000	6.01%						
Reserve for Uncollected Taxes	\$2,722,355	7.44%						
TOTAL EXPENDITURES	\$36,610,146	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. There are numerous 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 573 registered coaches help provide the necessary support and coaching for our programs

Throughout 2024, Randolph offered programs and classes that attracted almost 34,000 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 2024. 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, 100 new youth sports coaches attended Rutgers Youth Sports Coaches training sponsored by the department, and coaches and program volunteers were screened through background checks.

Brundage Park Playhouse attracted 3,786 patrons to main-stage performances of "Damn Yankees", "Godspell", "Barefoot in the Park", "Little Mermaid", "Moana, Jr.", "Cabaret", and "Annie", as well as a Murder Mystery Dinner: "Murder at the 80's Mall".

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	2024	2023
Fall	1,764	2,191
Winter	1,649	1,858
Spring	2,213	2,385
Summer	4,748	4,261
Year Round	4,339	4,168
Randolph Park	15,629	14,564
Senior Activities	3,453	2,544
Total	33,795	31,988

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 are 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 2024 included:

- Freedom Park: old sheds removed, turf repairs, pavilion surfacing leveling and concrete installation, basketball crack repairs.
- Brundage Park: crack repairs on tennis and basketball courts, new doors installed on maintenance garage.
- Heistein Park: pond clearing and grading, removal of wooden retaining walls and installation of block retaining wall, new fencing installed in parking lots.
- Veterans Community Park: replacement of windscreens on pickleball court.
- Randolph Park Beach: landscaping project to prevent erosion, installation of electric line for WiBit, wooden entrance decking replaced with paving stones.
- Safety inspection and audit completed on all playgrounds.



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 2024, an estimated 77 individuals and/or families in Randolph were provided food or household items from the pantry. Through donations from the community, gifts were provided to 43 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 11,560

miles, providing transportation to 546 seniors or permanently disabled residents for shopping trips, and 480 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 at 973-989-7081 Monday through Friday. 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 a certified Court Administrator, 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

2024

Complaints Filed	3,726
Convictions	1,980
Dismissals	850
Violations Processed	3,595
Jail Sentences	2
License Suspensions	49

Criminal

2024

Complaints Filed	550
Convictions	228
Dismissals	67
Violations Processed	451
Jail Sentences	0
License Suspensions	0

Police Department

2024 Annual Report

In 2024, 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. In addition, the department continues 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 2024 include:

- Managed overtime costs, which achieved the goal of remaining well under budget.
- Maintained a high level of technical and tactical proficiency within the department through personnel adjustments and temporary reassignments due to staffing shortages.
- Initiated and fostered new relationships with the Mental Health Association in Morris County by bringing the ARRIVE program to Randolph Township

In 2025, the department is committed to maintaining, while also trying to improve upon in any way we can, 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

	2024	2023
Number of calls for assistance	37,672	40,353
Patrol miles traveled	275,992	340,436
Number of sworn officers	35	35
Motor vehicles summonses	3,333	3,00
Motor vehicle written warnings	5,108	5,979
Criminal Complaints	68	89
Driving under the influence arrests	60	55
Motor vehicles accidents	839	757
Juvenile arrests	4	9
All other arrests incl. local ordinances	130	172
Crimes Index UCR	80	88

Rescue Squad

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 70 active volunteers and 9 junior members are led by Captain Justin Lash and President Christopher Zelley with the help of their committed officers and board members. The 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 Atlantic EMS 9.

In 2024, our volunteer members responded to over 900 emergency calls. They also attended training courses, performed administrative functions, and provided a wide array of services for the community accumulating over 2,340 man-hours and over 23,198 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 six blood drives in 2024, collecting 525 bags of blood and conducting community 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 facility underwent several small building projects, and received several new pieces of equipment, including power stretcher loaders, training mannequins, and computers.

Our highly trained personnel are national and state-registered Emergency Medical Technicians who are certified in CPR, PHTLS and various other certifications. 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

Fire Department

2024 Annual Report

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

	2024	2023
Structure Fire Responses	2	9
Other Type Fire Responses	51	46
Gas Leaks	28	39
Automatic Fire Alarms	214	185
Other Non-Fire responses	314	308
Mutual Aid	20	21
Total Responses	629	608
	2024	2023
Man-hours – Responses	2,791	4,040
Man-hours – Training, Education, Maintenance	9,456	13,538
Man-hours – Total	12,247	17,578

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		
	2024	2023
Inspections/Re-Inspections	1,972	1,332
Smoke Detector/CO Alarm/Fire Extinguisher Inspections	319	312
Incident Investigations	3	13
Public Education Programs	65	57
Fire Subcode Inspections (New Construction)	340	317

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.



The Department of Health is responsible for the oversight of public health, housing, property maintenance, solid waste and recycling services. Code Enforcement, also known as the Construction Department, covers construction plan review, building permit issuance, and all phases of building inspections.

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, NJ 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). Health Officer Courtney Sartain 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 operations. 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. The Health Department covers a combined population of approximately 64,000 providing local health services to Randolph Township, Rockaway Borough, Roxbury Township, and Chester Township.

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, recreational bathing facilities and campgrounds, as well as the monitoring of solid waste disposal, potable water supply, and septic systems

Housing and Property Maintenance Division administers the Certificate of Habitability program whereby all rental units within Randolph are inspected prior to occupancy. Through this program, the township ensures that these units remain in a habitable condition. Starting in 2023, this division added residential rental lead inspections. 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 a week. The division is supported by a large group of volunteers and the non-profit organization Friends of Randolph Regional Animal Shelter. Animal Control personnel also participate in rabies prevention services, animal rescue, sick and abandoned animal care, and animal cruelty investigations.

Public Health Nursing Division, staffed by public health nurses, conducts communicable disease investigations, home visits, and immunization audits of all childcare and schools. The nursing division plays an integral part in all hazard preparedness activities.

The division continues to promote the Adult Vaccine (317) and Vaccine for Children (VFC) programs. These federal programs offer free vaccines to children and adults who are uninsured or underinsured

Recycling and Solid Waste Division performs oversight to the curbside trash and recycling collection, and recycling center operations

Vital Statistics Division performs state mandated vital statistics 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

	2024	2023
Total Home Visits	764	894
Chem-23 Blood Profile	10	1
Communicable Disease	714	731
Childhood Immunizations	257	293
Adult Immunizations	296	489

Curbside Collection (in tons)

	2024	2023
Weekly Garbage	197	137
Bi-Annual Bulk	480	427
Newspaper Recycling	0* in w/OPR	30
Other Paper Recycling	290	429
Mixed Recyclables	2,999	2,063
Appliances/Metal	264	48



Vital Statistics		
	2024	2023
Marriage Licenses Recorded	177	157
Marriage Licenses Issued	130	135
Deaths Recorded	99	36
Births Recorded	215	213
Civil Unions	1	1

Animal Control		
	2024	2023
Rabies Vouchers	700	545
Dog Licenses	1,797	1,859
Cat Licenses	286	300
Animals to Shelter	168	126
Adopted Animals	74	73
Returned to owner	46	46

Inspections		
	2024	2023
Food/Drink/Vending	269	220
Septic	174	394
Certificate of Habitability	331	370



The Construction Department (Code Enforcement)

The Randolph Township Office of Code Enforcement, commonly referred to as the Construction Department, administers and enforces the provisions of New Jersey's Uniform Construction Code, the state's approved building, plumbing, electrical and fire subcodes, and any local ordinances which govern construction activities.

The Construction Department is staffed with two full-time Technical Assistants, one full-time Plumbing Inspector, one full-time Building Inspector, and shares the services of a Construction Official, Rod Schmidt and an Electrical Inspector with Roxbury Township.

Supervised by State-Licensed Construction Official, Rod Schmidt, this office:

- Conducts building and renovation plan reviews
- Has the right to inspect any lot or building at reasonable times for the purpose of investigating possible violations of the land use chapter;
- Directs the issuance of permits for all construction activity within the township
- Conducts inspections and issues Certificates of Occupancy and Certificates of Approval

Subcode officials also periodically inspect structures and land in the township, investigate potential violations, and issue violation notices in cases of non-compliance.

Construction Department Activities		
	2024	2023
New Residential Const.	23	4
New Commercial Const.	6	5
Alteration Permits	1,557	1,745
Inspections	5,869	5,732
Certificates of Occupancy	28	30
Certificate of Approvals	1,567	1,613
Permits & Updates Issued	1,942	1,879



The Department of Public Works, headed by Director Tom Sweeney, currently employs 20 full-time employees, three part-time recycling attendants and 17 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, 3,200 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 branch 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	2024	2023
Spring Branch Collection (cubic yards)	4,140	3,760
Fall Leaf Collection (cubic yards)	27,630	24,760
Road Overlay Program (miles)	5.15	10.62

Major departmental projects and accomplishments during 2024:

- The overlay program of municipal roads entailed upgrading and repairing over 240 catch basins to comply with environmental mandates regarding storm water systems and to be structurally sound. The department milled and repaved 5.15 miles of the municipal road system.
- The department initiated the replacement of 92 non-compliant stormwater inlet grates and 184 curb backs with compliant grates as part of the newly mandated stormwater regulations.
- The department applied crack sealing material on 36 township roads.
- Public Works responded to 10 winter weather events in 2024, from small salting events to major plowing events. The total combined snowfall accumulation for the season was 29.2 inches.
- The department collected 996 Christmas trees which were grinded into mulch.
- The department delivered 288 truckloads of ground mulch to township residents.



Division of Engineering

The Division of Engineering is headed by Township Engineer Trista Kuna-Santos & Assistant Township Engineer/Water & Sewer Administrator Wayne Corsey.

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 various land development permit applications are also conducted, including Lot Grading, Road Opening, Soil Movement, and Tree Removal permits. Approximately 100 permits are reviewed and issued throughout the year.

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 the 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 2024 accomplishments:

Engineering:

- Calais Road Phase 2 and South Road Improvements – Coordinated with Consulting Engineer to design, bid, and award construction contract for roadway improvements to Calais Road and South Road. Construction to begin spring 2025.
- NJDOT Local Aid Grant for Millbrook Avenue – Applied for and received NJDOT Local Aid Grant funding for improvements to Millbrook Avenue.
- Tree Removal and Replacement – Continued coordination with DPW, Planning and Tree King for removal of dead ash trees throughout Township.
- Road Repaving – Coordinated with DPW, NJNG, and Riverview Paving for milling and resurfacing of several roads that had previous gas main installations and Township's Annual Road Repaving Program
- County Infrastructure Projects – Coordinated with Morris County Engineer's office for the Sussex Turnpike Rock Slope Stabilization project. Monitored construction for impacts to Randolph residents, as well as provided traffic control. Construction is currently underway.
- Country Lane Repairs – Identified cause of numerous sinkholes appearing in roadway and implemented a design strategy and oversaw DPW construction to complete repairs.

Water & Sewer:

- 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 for new pumps, wet well equipment, comminuter replacement, and controls.

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 2024 the division assisted residents with understanding the development applications before the land use boards.

Zoning Enforcement	2024	2023
Application Review	644	554
Approvals	636	542
Denials	10	12
Summonses Issued	6	1
Number of Cases	13	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	2024	2023
Applications Heard:	16	9
Approved		
Site Plans	2	1
Variances	18	7
Subdivisions	1	0
# Lots	1	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 Housing 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	2024	2023
Applications Heard:	7	10
Approved		
Site Plans	3	5
Sq. Ft. Nonresidential	68,488	0
Variances	1	1
Subdivisions	1	2
# Lots	1	2

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 2024:

- 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.
- Free video streaming and eBooks are available through Hoopla. Video streaming is also available from Kanopy.
- 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 – 2024

Circulation	272,132
Items owned	114,986
Program attendance	16,090
Visits	99,334

Library Operating Budget

Income	\$	Expenses	\$
Township	1,747,938	Salaries	678,457
State Aid	14,302	Materials	140,894
Contributions	644	Programs	35,982
Fines	1,468	Other operating	611,007
Other	83,959	Capital improvement	100,540
Total	\$1,848,311	Total	\$1,566,880





Township of Randolph
Randolph, NJ 07869-3799

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

RESIDENT Randolph, NJ 07869

2025 Township Council



Joe Hathaway
Mayor



Mark H. Forstenhauser
Deputy Mayor



Christine Carey



Helene Elbaum



Lou Nisivoccia



Denise Thornton



Joanne Veech

Hours of Operation

Township Offices
502 Millbrook Avenue
973-989-7100
www.randolphnj.org
Mon-Fri: 8:30 am – 4:30 pm

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 am – 3:00 pm

Recycling Center
Intersection of Morris &
Sussex Turnpike
973-989-7050
Closed Monday and Tuesday
Wed-Fri: 7 am – 3 pm
Sat: 8 am – 4 pm
Sun: 9 am – 3 pm

Library
28 Calais Road
973-895-3556
Mon-Thurs: 9 am – 9 pm
Fri-Sat: 9 am – 5 pm
Sun: Noon – 4 pm
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

Evan Covello
Assistant Township
Manager
973-989-7057

Robert Rios
Communications Director
973-537-7130

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

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

Courtney Sartain
Director
973-537-7124

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