

# Township of **RANDOLPH**

*"Where Life Is Worth Living"*



**2011**  
**Annual Report**  
*2012 Event Calendar*

## **ANNUAL REPORT**

In accordance with state statute, I am honored to present Randolph's Annual Report. Randolph Township continues to enjoy a reputation as a premier municipality, thoughtfully planned with exceptional parks, trails, schools, and neighborhoods. Much of our success stems from the day-to-day operations detailed throughout this report.

Several major projects got underway in 2011, in turn, stretching the ability of the municipal organization to meet the needs of the community later in the year. Sussex Turnpike travelers and businesses faced the difficulties associated with a sewer line installation across the Mount Freedom section. This project will continue into the spring of 2012 and is undertaken in anticipation of the major reconstruction of Sussex Turnpike by the County of Morris in 2014.

The Public Works garage on the outskirts of Mt. Freedom was demolished in the spring of last year. A new facility is being built on site to serve the vehicle maintenance needs of both the Board of Education and municipal operations. Completion of the new structure is anticipated for June of 2012. Until that time, Public Works operations have shifted to a trailer and vehicle storage shed.

Portions of the former Ackerman Motel complex on Calais Road have served Randolph as both a Library and Community Center. Both buildings underwent an architectural review and analysis and were found to be in need of general upgrading and expansion. Construction began in mid-2011. Progress was delayed while crews excavated the remnants of the original hotel structure which was demolished and land filled in the early 1970's under the existing parking lot. The renovations are beginning to take shape along with the greatly improved site plan. It is anticipated that the projects will be completed for summer.

As the Township was undertaking these initiatives, several storms took a toll on the community, including Hurricane Irene and to a much greater extent, the record October snow storm. Both storms downed power lines and caused property damage across the town. The cleanup of tree debris became an immense undertaking for Public Works and continued into the next calendar year.

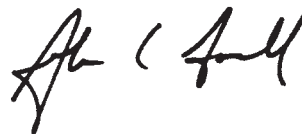
The storms and their aftermaths served to remind all of us how vulnerable we are to major natural events. Important initiatives that grew out of the emergencies include a focus on the Township's communication efforts and the need for emergency shelter facilities with back-up emergency generators. The issues were front and center at the end of 2011, and Council discussions with staff have resulted in plans being formulated to address the town's readiness for the future.

Randolph is served by 118 full-time and 52 part-time employees spread over seven departments and the municipal court. Approximately 160 emergency service volunteers support the Rescue Squad and four volunteer fire companies. We are further dependent upon an ever increasing number of civic-minded residents serving as volunteers on boards, advisory committees, and the Township's many recreation programs. The combined efforts of our leaders, staff, and volunteers have a profound impact on the quality of life for Randolph citizens.

Our elected council members, municipal employees, and volunteers believe in our Township motto, "Where Life is Worth Living" and will endeavor to continue to provide the excellent services, programs, and facilities enjoyed by our citizens.

Please take a few minutes to review the information in this report. While we list public meetings in the calendar, it is important to verify times and dates by visiting the Township website at [www.randolphnj.org](http://www.randolphnj.org). Meetings of the Township Council, boards, and committees are open to the public and it is hoped that you will choose to participate in the democratic process so vital to our community's prosperity.

Sincerely,



John C. Lovell  
Township Manager

*On the front cover, the new Pierce Velocity 100' Platform Ladder truck delivered December 31, 2011.*

## 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 who 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. Thirteen separate advisory boards and committees assist policy formulation of the 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 Manager directs all Township services and the enforcement of municipal ordinances. Appointed by and serving at the pleasure of the Council, the 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 Clerk records and prepares the minutes of each Township Council Meeting. The 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 registering new residents to vote, 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 Council function?**

The Mayor, who is elected every year by his or her fellow Council members, presides over Council meetings. The Township Council is similar to a corporate Board of Directors. The 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 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 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 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 Council's direction, the agenda is also published on the Township's website [www.randolphnj.org](http://www.randolphnj.org)

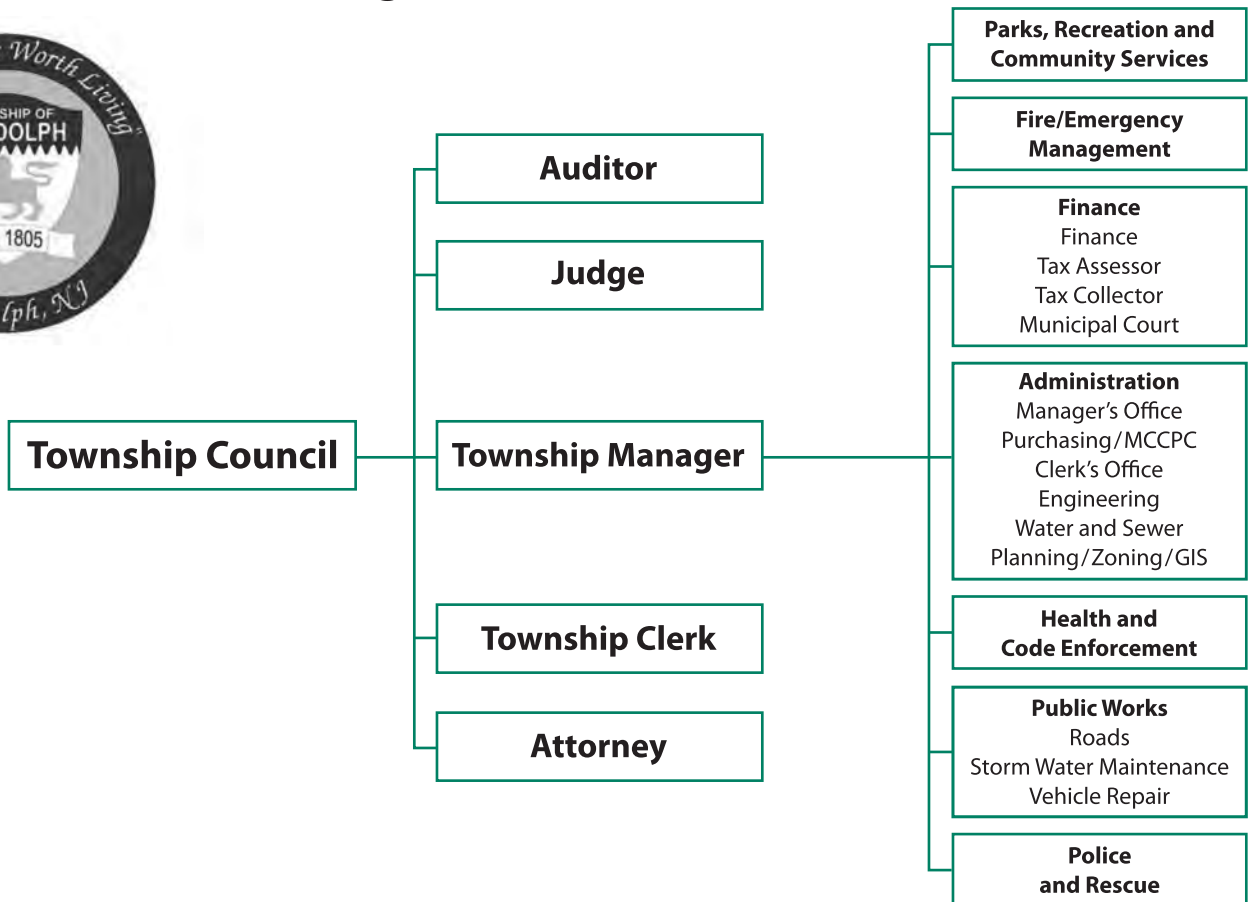
### **Can I review the minutes of the meeting?**

All open session meetings are available for public inspection. You can read the minutes on the Township website [www.randolphnj.org](http://www.randolphnj.org), or at the office of the Township Clerk. A complete tape recording of the meeting is also available for review at the office of the Township Clerk.

## Demographics 2010 Census Data

|                          |          |
|--------------------------|----------|
| Total Population         | 25,734   |
| Total Housing Units      | 9,343    |
| Owner Occupied Housing   | 71.9%    |
| Renter Occupied Housing  | 24.6%    |
| Median Age (years)       | 40.1     |
| Average Family Size      | 3.26     |
| Median Per Capita Income | \$54,992 |

## TOWNSHIP OF RANDOLPH Organization Chart



### Your Tax Dollars

The property tax is divided among the Randolph Board of Education, the County of Morris, and the Township. The chart below illustrates the percentage that each of the jurisdictions receives in 2011 from the average taxpayer in the Township.



School – 69%

Municipal – 14%

County – 11%

Reserve for Uncollected Taxes – 3%

Library – 2%

Open Space/Recreation – 1%

The Township of Randolph practices careful financial management and conservative long-term fiscal planning. Overseen by Chief Financial Officer Michael Soccio 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 three Divisions:

- **Division of Assessments**
- **Division of Tax Collection & Treasury**
- **Division of Water and Sewer**

The Division of Assessments is headed by Barbara Gothie, 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 2011 ratable base of \$2,921,150,063 represents a 0.16 % decrease over the prior year.

The Division of Tax Collection is administered by Lisa Combes, 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 Township's 2011 Tax Levy stands at \$97,739,020.

The Division of Water and Sewer is responsible for the financial activities of the Township's water and sewer enterprises, which includes the preparation and processing of quarterly service charges, and maintains records of water consumption and sewage system usage. The Division's combined budget for 2011 equals \$7,782,331.

## 2011 Tax and Water and Sewer Information

|                      | 2011            | 2010            |
|----------------------|-----------------|-----------------|
| Tax Parcels          | 8202            | 8200            |
| Total Assessed Value | \$2,921,150,063 | \$2,925,691,382 |
| Ratio to True Value  | 63.80%          | 61.15%          |
| Water Accounts       | 5661            | 5667            |
| Sewer Accounts       | 3898            | 3900            |

## Township of Randolph 2011 Budget Information

| TOWNSHIP                          | 2011                | % of Total Budget |
|-----------------------------------|---------------------|-------------------|
| <b>REVENUES</b>                   |                     |                   |
| Surplus Anticipated               | \$1,975,000         | 7.35%             |
| Miscellaneous Revenues            | \$3,036,232         | 11.30%            |
| Interlocal Service Agreements     | \$252,652           | 0.94%             |
| Federal & State Grants            | \$40,104            | 0.15%             |
| State Aid                         | \$1,847,005         | 6.87%             |
| Receipt for Delinquent Tax        | \$1,200,000         | 4.47%             |
| Current Property Tax              | \$18,524,303        | 68.92%            |
| <b>TOTAL REVENUES</b>             | <b>\$26,875,296</b> | <b>100.00%</b>    |
| <b>EXPENDITURES</b>               |                     |                   |
| General Government                | \$3,717,399         | 13.83%            |
| Public Safety                     | \$5,338,747         | 19.86%            |
| Public Works                      | \$3,781,708         | 14.07%            |
| Community Programs                | \$2,235,542         | 8.32%             |
| Municipal Library                 | \$1,096,731         | 4.08%             |
| Statutory Charges                 | \$2,221,973         | 8.27%             |
| Federal & State Grants            | \$40,104            | 0.15%             |
| Unclassified and Deferred Charges | \$138,635           | 0.52%             |
| Liability and Group Insurance     | \$3,743,551         | 13.93%            |
| Debt Service                      | \$919,469           | 3.42%             |
| Capital Improvements              | \$863,764           | 3.21%             |
| Reserve for Uncollected Taxes     | \$2,777,673         | 10.34%            |
| <b>TOTAL EXPENDITURES</b>         | <b>\$26,875,296</b> | <b>100.00%</b>    |

| WATER AND SEWER              | 2011               | % of Total Budget |
|------------------------------|--------------------|-------------------|
| <b>REVENUES</b>              |                    |                   |
| Surplus Anticipated          | \$1,284,000        | 16.50%            |
| Miscellaneous Revenues       | \$6,498,331        | 83.50%            |
| <b>TOTAL REVENUES</b>        | <b>\$7,782,331</b> | <b>100.00%</b>    |
| <b>EXPENDITURES</b>          |                    |                   |
| Administration and Executive | \$1,171,354        | 15.05%            |
| Operations                   | \$794,623          | 10.21%            |
| Service Agreements           | \$2,610,551        | 33.54%            |
| Statutory Charges            | \$198,176          | 2.55%             |
| Deferred Charges             | 613,018            | 7.88%             |
| Debt Service                 | \$1,038,409        | 13.34%            |
| Capital Improvements         | \$1,356,200        | 17.43%            |
| <b>TOTAL EXPENDITURES</b>    | <b>\$7,782,331</b> | <b>100.00%</b>    |

The Department of Parks, Recreation, and Community Services strives to meet needs of our community by providing a wide range of leisure activities, social services, and facilities for Township residents of all ages. Three advisory committees appointed by the Township Council (Recreation, Parks, and Community Services) 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. Twenty-four Program Committees and more than 2,000 volunteers help provide the necessary support and coaching for our programs. The Parks, Recreation, and Community Services Department annually recognizes many of our coaches and program volunteers at an awards program held in December. This year's Helen Bauer Award (Volunteer of the Year) was presented to Elliot Grover.

Throughout 2011, Randolph offered 220 programs and classes with 57,502 registered participants. The total participation for all sports and activities was 359,507. Expanded program options were offered for the

Rising Stars Program. Many new trips and activities were also planned for Summer Day and Teen Travel Camp.

Due to construction at the Community Center on Calais Road, the VFW building on Carrell Road was utilized for programs, meetings, and special activities, as well as becoming the temporary home of the Randolph Rompers pre-school program. In addition, the VFW served as a warming center following the October 29 snowstorm for Township residents who were without power.

The Community Center renovation will include the combination of improved parking for the Library and Community Center, expanded storage, meeting rooms, and offices as well as a dedicated senior area/room.

The Department is pleased to continue offering expanded programs through our online registration system. Ninety percent of all available registrations are now completed on-line; the system can be accessed via the Township's web site ([www.randolphnj.org](http://www.randolphnj.org)) by following the 'Parks & Recreation' link.

## Parks

The Township has five outstanding regional parks: Brundage Park, Freedom Park, Heistein Park, Hidden Valley Park, and Randolph Park. Each is unique and provides facilities for residents of all ages. Due to the weather extremes during 2011, there was an ongoing challenge to keep facilities open and safe for residents' use.

In addition to maintaining the park system, crews are also responsible for maintaining Randolph Trails which are an integral component to our community's recreation infrastructure. The trail system runs a fifteen 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 Combes Hollow and Old Brookside. Ongoing maintenance includes, clearing snow from trail heads, tree removal, leaf blowing in the fall and repair of gates and trail surfaces.

Special projects completed in the park system in 2011 included:

- ✓ Continued the Park Commemorative Bench program at Brundage Park.
- ✓ Repaired the roof on the Heistein Park maintenance building.
- ✓ Replaced light pole on Freedom Park Turf Field.
- ✓ Installed new septic pump at Randolph Park.
- ✓ Removed downed trees from all trails following October 29 snowstorm.
- ✓ Utilized parking lots at Heistein Park, Brundage Sussex, and Brundage Carrell as branch collection sites.
- ✓ Repaired chimney at Artworks Studio following damage caused by Hurricane Irene.

| Program Season    | Participants  | Total Participation |
|-------------------|---------------|---------------------|
| Fall              | 2,723         | 75,625              |
| Winter            | 2,631         | 56,537              |
| Spring            | 5,362         | 102,944             |
| Summer            | 10,153        | 48,014              |
| Year Round        | 1,305         | 27,358              |
| Randolph Park     | 13,494        | 17,134              |
| Special Events    | 21,142        | 23,566              |
| Senior Activities | 692           | 8,329               |
| <b>2011 Total</b> | <b>57,502</b> | <b>359,507</b>      |

## Community Services

Community Services provides programs and support to senior citizens, handicapped adults, and others requiring special assistance. A food pantry is provided at the Senior Community Center and is available Monday through Friday. A major food distribution is held every November and December. In 2011, an estimated one hundred fifty individuals and/or families in Randolph were provided food or household items from the pantry. During the December holiday season, families in need with children can participate in our Wish Tree gift program coordinated with the Randolph Women's Club. Gifts are provided through donations from throughout the community and distributed to participants. This past year, gifts were provided to one hundred fifty children.

The Township's dial-a-ride program has 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 twenty-four passenger bus and a twelve passenger bus. In addition to our buses, a mini van is used to transport individuals to medical appointments. Our vehicles traveled 36,909 miles, transporting over a hundred seniors or permanently disabled residents at various times to and from their destinations; a total of 3,605 trips. Additionally, volunteers deliver meals to 10-15 individuals on a daily basis.

## 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 web site ([www.randolphnj.org](http://www.randolphnj.org)) includes calendars of events for all programs and activities, and notifies residents of upcoming registration dates.

## Municipal Court

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

- 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
- Citizen complaints-traffic & criminal

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

The Municipal Court Judge has authority to issue warrants, search warrants, and temporary restraining orders involving domestic violence cases, among other tasks. The Court Administrator is responsible for overseeing and assisting in day to day operations, monthly reports, dispersing monies to the proper authorities, balancing bank accounts, being available at all times to sign warrants, take complaints,

budget information, and customer service. The Deputy Court Administrator is responsible for overseeing the office when the Court Administrator is unavailable as well as processing bail, indictable offense paperwork sent to Superior Court, and customer service. The Violation Clerks are responsible for entry of summonses, collection of all fines payable to the court, sending out daily notices, scheduling court cases, daily deposits, answering phones, and customer service.

### Motor Vehicles

|                      | 2011 | 2010 |
|----------------------|------|------|
| Complaints Filed     | 3909 | 4953 |
| Convictions          | 3776 | 3310 |
| Dismissals           | 596  | 540  |
| Violations Processed | 4148 | 4695 |
| Jail Sentences       | 20   | 28   |
| License Suspensions  | 63   | 84   |

### Criminal

|                      | 2011 | 2010 |
|----------------------|------|------|
| Complaints Filed     | 953  | 1195 |
| Convictions          | 612  | 545  |
| Dismissals           | 208  | 239  |
| Violations Processed | 981  | 1120 |
| Jail Sentences       | 10   | 4    |

The Police Department embraces a strong sense of community commitment and prides itself in delivering professional police services to Township residents and visitors alike.

During the past year, the Police Department completed the following programs which directly impacted the community:

- In 2011 the size of the department was reduced by four officers to 33. This was the result of several retirements within the organization. Over the past two years the department has reduced its workforce from 41 officers to 33 officers. This has had a direct impact on services provided and resulted in a reorganization of the department.
- As part of the reorganization, several positions within the department were civilianized. These positions included the Records supervisor function as well as an IT/Training function.
- Even with the reduction in manpower, the department was able to operate well beneath the budgeted overtime. This is the third straight year that the administration was able to reduce overtime costs relative to the budgeted allotment.
- The department applied for and received a \$50,000 grant through the Joint Insurance Fund towards the accomplishment of accreditation. The department anticipates applying for state accreditation in 2012.
- In February 2011, the department outsourced its dispatch services to the Morris County Communications Center. This transition eliminated in house dispatching with no disruption of service to the community. Police, Fire, and EMS are now dispatched from a dispatch center located in Morris Township.

## *The following initiatives were conducted during 2011:*

- The department ended its agreement with InfoCop and moved to a program that is compatible with the Morris County Communications Center called X-Mobile. The new application will permit officers to be in direct contact with the communications center through their in-car computer.
- With the transfer of dispatch services to the county, the department implemented additional security measures at the police department, effective communication tools for the public, and resolved records management issues.
- The department continued its focus on traffic calming devices and decoy cars as a means of educating the public.
- The department completed an Evidence Room Audit in order to be in compliance with the Attorney General's Office. This was a two year project to reconcile all property and evidence held by the department.

## *Police Department Yearly Comparison*

|  | 2011    | 2010    |
|--|---------|---------|
| Number of calls for assistance           | 46,272  | 54,411  |
| Patrol miles traveled                    | 301,539 | 314,600 |
| Number of sworn officers                 | 33      | 37      |
| Motor vehicles summonses                 | 3,778   | 4,760   |
| Motor vehicle written warnings           | 2,967   | 3,773   |
| Criminal Complaints                      | 953     | 1,195   |
| Driving under the influence arrests      | 36      | 55      |
| Motor vehicles accidents                 | 1,158   | 1,187   |
| Juvenile arrests                         | 29      | 41      |
| All other arrests incl. local ordinances | 231     | 280     |
| Crimes Index UCR                         | 222     | 208     |

The Randolph Township Fire Department continues to serve the residents with volunteer fire and emergency service as it has for over 75 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 over 125 firefighters working out of four fire stations. Enforcement of the fire code is provided by the Bureau of Fire Prevention, staffed by a full time Fire Official and two part time inspectors. The Fire Official also serves as the Fire Subcode Official for the Construction Department.

The fire department is headed by the Chief of Department and Deputy Fire Chief who work out of 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.

#### The four fire companies covering the township are:

- Fire Company #2, Millbrook, 340 Route 10  
Phone: 973-366-6780, [www.millbrookfire.org](http://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](http://www.ironiafire.org)
- Fire Company #5, Shongum Mtn., 118 W. Hanover Avenue  
Phone: 973-895-3719, [www.shongummountain.com](http://www.shongummountain.com)

#### Fire Department Activities

|  | 2011          | 2010          |
|--|---------------|---------------|
| Structure Fire Responses                     | 27            | 22            |
| Other Type Fire Responses                    | 44            | 28            |
| Gas Leaks                                    | 2             | 4             |
| Automatic Fire Alarms                        | 309           | 251           |
| Other Non-Fire responses                     | 353           | 242           |
| <b>Total Responses</b>                       | <b>735</b>    | <b>547</b>    |
| Man-hours – Responses                        | 8,648         | 5,873         |
| Man-hours – Training, Education, Maintenance | 11,560        | 17,872        |
| <b>Man-hours – Total</b>                     | <b>20,208</b> | <b>23,745</b> |

## Bureau of Fire Prevention

The Bureau of Fire Prevention is part of the fire department and is responsible for the inspection of all buildings within the township. Inspections are done annually with the exception of all one and two family dwellings. Inspections are to ensure compliance with the NJ 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, provide public education programs to the public. 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, addition or alterations to any structures.

#### Fire Prevention Bureau Activities

|   | 2011 | 2010  |
|---|------|-------|
| Inspections/Re Inspections                                | 771  | 1,200 |
| Violation Notices Issued                                  | 403  | 573   |
| Smoke Detector/CO Alarm/<br>Fire Extinguisher Inspections | 253  | 234   |
| Incident/Complaint Inspections                            | 7    | 18    |
| Public Education Programs                                 | 43   | 45    |
| Fire Subcode Inspections<br>(New Construction)            | 322  | 338   |

The Fire Department administrative offices are located in the Municipal Building at 502 Millbrook Avenue. The Fire Chief and Deputy Fire Chief may be reached by calling 973-989-7098. The Fire Official and Inspectors may be reached at 973-989-7039; both numbers have voice mail. You may reach individual fire company officers by calling the phone numbers provided. The best time to reach someone is any Monday evening between the hours of 7:00 pm and 9:00 pm.

The Randolph Rescue Squad is a non-profit, volunteer supported organization funded largely by donations received from the residents of Randolph Township. With a dedicated team of 30 active volunteers led by Captain Scott Koppelman (973-945-1879) and President Bill Stroh (973-998-1055), the Rescue Squad provides the Township and its surrounding communities with basic life support services Monday through Friday from 7 pm through 6 am, 24 hours a day on Saturdays and Sundays, as well as on holidays. Coverage on Monday through Friday from 6 am through 7 pm is provided through the Township's contract with Saint Clare's Health System.

Our volunteers served well over 10,000 hours last year responding to 813 emergency calls, attending training courses, performing administrative functions, and standing by at the ready to respond when needed. The Squad offers transport services to local hospitals and standby services at fire calls and various community events.

Our highly trained personnel are nationally and State-registered Emergency Medical Technicians (EMTs) and are certified in CPR (cardio-pulmonary resuscitation) for the Professional Rescuer. All necessary training is provided free of charge, with most of the training done during off-duty hours.

The Randolph Rescue Squad is actively seeking volunteers; all necessary training is provided free of charge. Anyone interested in becoming a member should visit our website, [www.randolphrescue.net](http://www.randolphrescue.net) or contact our membership chairman, Jim McConnell at 973-895-2630.

- Station 1 (Headquarters):  
780 State Highway 10 West  
(West of C.R. 513, Dover-Chester Road)
- Station 2 (Ironia):  
County Route 513, Dover-Chester Road  
(Next to Ironia School)
- Station 3 (Town Hall):  
502 Millbrook Avenue  
(Randolph Township Municipal Building)

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## Department of Health and Code Enforcement

The Department of Health and Code Enforcement is responsible for the Township's public/environmental health, housing, property maintenance, solid waste, recycling, and building department activities. In addition to traditional local health activities, the Department covers construction plan review, building permit issuance, and all phases of building inspections. This Department is headed by Mark Caputo. State law requires municipalities to have a full time licensed Health Officer to oversee public and environmental health activities. Traditional public and environmental health activities include, but are not limited to, the enforcement of all state health statutes, state health regulations, and municipal health ordinances. Additionally, the Health Department provides housing, property maintenance, recycling and solid waste enforcement activities, as well as, carries out municipal Board of Health policy.

### The Health Department

The end of 2011 marks the one year anniversary of the merger of the Randolph Township and Roxbury Township Health Departments. The new health department now covers a combined population of approximately 60,000 and provides local health services to Mine Hill, Rockaway Borough, Roxbury, and Randolph. The environmental staff has risen to the challenge of covering twice the area with no added staff.

The Health Department is headed by a NJ licensed Health Officer who is charged with assuring Randolph Township is in compliance with the New Jersey Standards of Performance for Local Boards of Health (NJAC 8:52-1 et seq). This is performed by coordinating activities of the Divisions referenced below.

Compliance with the performance standards is further attained by active participation in the Morris Regional Public Health Partnership, a regional public health planning entity. Local health agencies realize cost savings in participating at the local governmental health partnership. In 2011, the Morris Regional Public Health Partnership began the process of revising its Community Health Assessments and Community Health Improvement Plan. Implementation costs for these processes are shared by all partnership municipalities yielding a substantial cost savings.

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 and we are able to assure that these units remain in a habitable condition consistent with Randolph standards. This Division will also investigate and enforce 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 two licensed Animal Control Officers who operate the municipal pound (located on Sussex Tpke.), perform rabies prevention services, participate in animal rescue, provide care for sick and abandoned animals, and conduct animal cruelty investigations. In addition to Randolph, the Division provides animal control operations in Rockaway Borough and Dover. This Division also assists in the supervision of the dog park at the Municipal Building. Residents can obtain free rabies immunizations, and dog and cat licenses through this Division.

Randolph continued its success providing shared Animal Control services to Mendham Township and Mendham Borough in 2011. There has been continued movement toward making the old "Seeing Eye" animal facility the new Randolph Pound. We are cautiously optimistic that 2012 will be the year we begin renovations.

**Public Health Nursing Division** performs adult health screening services including blood pressure, blood chemistry profile, skin cancer, male and female cancers, in addition to well child health clinic, flu immunizations for seniors, health risk appraisals, educational programs, and health counseling. The Nursing Division plays an integral part in all hazard preparedness activities such as Point of Distribution (POD) planning and administration.

In 2011, our Nursing Division continued to provide vaccines for children, adolescents, and adults. Vaccines were administered for a nominal charge of \$15 per person. We received the vaccine free of charge via a Federal grant.

**Recycling and Solid Waste Division** performs oversight to the curbside trash and recycling collection and recycling center operations. In 2011 the Division introduced E-waste recycling whereby residents can drop off home electronics (ie, computer, TVs) at the recycling center free of charge. By recycling e-waste Randolph realized \$10,000 savings in solid waste disposal fees.

**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. As in the past, certified copies of birth, marriage, civil union, and death certificates are available from this Division, in addition to other documents mandated under state rules governing vital statistics.

## Public Health Nursing

|                         | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 |
|-------------------------|------|------|------|------|------|------|
| Total Home Visits       | 222  | 375  | 321  | 362  | 567  | 607  |
| Chem-23 Blood Profile   | 85   | 107  | 80   | 88   | 83   | 82   |
| Communicable Disease    | 78   | 65   | 110  | 289  | 465  | 451  |
| Childhood Immunizations | 68   | 122  | 76   | 46   | 162  | 246  |
| Adult Immunizations     | 1021 | 1488 | 1244 | 1408 | 1977 | 1096 |

## Curbside Collection (in tons)

|                       | 2006   | 2007   | 2008   | 2009   | 2010   | 2011    |
|-----------------------|--------|--------|--------|--------|--------|---------|
| Weekly Garbage        | 190.69 | 190.92 | 181.75 | 177.35 | 160.48 | 155.15  |
| Bi-Annual Bulk        | 303.87 | 326.08 | 237.71 | 266.94 | 282.0  | 224.93  |
| Newspaper Recycling   | 1351.5 | 1323   | 1204.3 | 947    | 973.2  | 953.20  |
| Other Paper Recycling | 1331.7 | 1263.5 | 1174.9 | 957.3  | 1021.1 | 1022.30 |
| Mixed Recyclables     | 977.1  | 1000.7 | 1007.2 | 958.8  | 1036.4 | 1078.90 |
| Appliances/Metal      | 39.2   | 43.2   | 39.6   | 20.1   | 28.0   | 142.41  |

## Vital Statistics

|                   | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 |
|-------------------|------|------|------|------|------|------|
| Marriage Licenses | 107  | 107  | 103  | 121  | 103  | 108  |
| Births Recorded   | 269  | 279  | 227  | 236  | 175  | 204  |
| Deaths Recorded   | 24   | 25   | 32   | 25   | 35   | 22   |
| Civil Unions      | —    | 4    | 1    | 0    | 1    | 1    |

## Inspections

|                    | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 |
|--------------------|------|------|------|------|------|------|
| Food/Drink/Vending | 191  | 216  | 197  | 210  | 133  | 155  |
| Septic             | 313  | 278  | 230  | 253  | 206  | 175  |
| Complaints Abated  | 212  | 299  | 668* | 617* | 237* | 330* |

\* includes nuisance, housing, property maintenance, food establishment, and sewage complaints

## Animal Control

|                    | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 |
|--------------------|------|------|------|------|------|------|
| Rabies Vouchers    | 663  | 602  | 412  | 851  | 955  | 771  |
| Dog Licenses       | 2172 | 2472 | 2533 | 2659 | 2671 | 2705 |
| Cat Licenses       | 628  | 669  | 684  | 682  | 653  | 650  |
| Animals to Shelter | 434  | 440  | 445  | 318  | 510  | 435  |
| Adopted Animals    | 208  | 194  | 168  | 104  | 157  | 118  |
| Returned to owner  | 119  | 113  | 110  | 94   | 167  | 155  |

## Construction Code Services

The "Building Department", supervised by Frank Howard, a licensed Construction Official, 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 will periodically inspect the structures and land in the Township, and investigate potential violations brought to the Department's attention.

### Building Department Activities

|                           | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 |
|---------------------------|------|------|------|------|------|------|
| New Residential Const.    | 11   | 5    | 4    | 2    | 2    | 5    |
| New Commercial Const.     | 8    | 7    | 3    | 1    | 0    | 3    |
| Alteration Permits        | 1406 | 1521 | 1549 | 1325 | 1187 | 1191 |
| Inspections               | 7324 | 6858 | 6582 | 5455 | 5014 | 5025 |
| Certificates of Occupancy | 188  | 153  | 151  | 119  | 72   | 72   |
| Certificate of Approvals  | 953  | 1115 | 1216 | 1114 | 1062 | 1129 |
| Permits & Updates Issued  | 1782 | 1712 | 1707 | 1473 | 1565 | 1556 |

## Department of Public Works

The Department of Public Works, headed by Tom Spring who serves as Director of Public Works, currently employs 21 full-time employees and 8 part-time employees.

### This Department consists of the following divisions:

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

### Division of Public Roads and Grounds

The Division of Public Roads and Grounds maintains approximately 152 miles of roadways, about 2,000 drainage inlets, 150 storm water outfalls, 40 detention basins and water quality swales, and an estimated 100 miles of storm drains. The Division coordinates the collection of recyclables and operates the Township Recycling Center, provides for snow and ice removal on Township roadways, and administers leaf collection, spring brush collection, and mulch delivery programs. Additionally, this Division manages fleet maintenance for all Public Works vehicles, the Township's police, fire, and administrative vehicles, and controls roadway cleaning, traffic sign maintenance, and coordinates the annual roadway striping program.

### Comparison of Seasonal Services Provided

| Program                               | 2010   | 2011   |
|---------------------------------------|--------|--------|
| Spring Brush Collection (cubic yards) | 7,890  | 8,390  |
| Fall Leaf Collection (cubic yards)    | 15,494 | 4,000  |
| Hurricane Irene (cubic yards)         |        | 2,600  |
| October 29th Snow Storm (cubic yards) |        | 48,000 |

### Major departmental projects and accomplishments during 2011:

- The winter of 2011 was particularly challenging with 15 snow and ice events requiring the pre-treatment of roads, plowing, and salt applications.
- The overlay of municipal roads entails upgrading all catch basins to comply with environmental mandates regarding storm water systems. In 2011, 4.62 miles of the road systems were overlayed.
- Public Works assisted in the site work at the Library and Community Center where the original Ackerman Hotel was demolished, and buried on site. Town crews assisted in the excavation of demolition debris, and filling of the site with suitable material.
- A new Public Works Center is being constructed on Sussex Turnpike to serve Township and Board of Education vehicles. Town crews assisted in the demolition of the old garage and site work in preparation for construction of the new building.
- An enormous brush removal program was instituted in the fall as a result of both Hurricane Irene and the October snow storm. Town crews were supplemented with private contractors and leased equipment to remove tree debris throughout the fall and into early 2012.

## Division of Engineering

The Engineering Division is headed by Engineering Administrator, Ralph Carchia, and utilizes Paul Ferriero of Ferriero Engineering, Inc. as the consulting Township Engineer.

Engineering maintains all technical records with respect to public property, facilities owned and operated by the Township as well as current design plans related to Township Water and Sewer infrastructure construction. On a daily basis, the Division inspects on-going development sites, responds to resident inquiries, designs 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 provided.

The Division of Engineering also coordinates the technical work of the Water and Sewer Division. On a daily basis the department 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 NJ 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 and Sewer

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

### WATER SYSTEM

- 140 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

### SANITARY SEWER SYSTEM

- 75 miles of sanitary sewer lines
- 8 sewerage pumping stations and force mains
- 1,900 sanitary sewer manholes

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

### *The Following are some 2011 Division Accomplishments:*

- Completed the installation of the Overlook Avenue Booster Station. The Division performed all project management and inspections for this project.
- Completed Engineering site design and specifications for the new Department of Public Works Facility and Senior Center/Recreation Building Additions. Performed project management and inspections for both projects.
- Performed project management and inspection for the Mt. Freedom Sanitary Sewer Project.
- Completed Engineering analysis for all water system pressure regulating valves.
- Begin design work for the Mac Spar Drive Sanitary Sewer Extension.

The Division of Planning & Zoning Administration/GIS (Geographical Information Systems), through a Planning and Zoning Administrator and a Zoning Officer, administers all matters with regard to land use and planning activities ongoing within the Township. The Planning and Zoning Administrator serves as a liaison for the administration to the Planning Board and Board of Adjustment, providing technical assistance and advising as to the completeness of applications pending before these Boards. The Zoning Officer conducts routine inspections around town responding to complaints for violations of the zoning regulations. If the problem is not resolved, warning notices are sent to the violators prior to the issuance of summonses. Additionally, the Zoning Officer reviews construction applications for compliance with the Township zoning regulations and issues zoning permits and zoning certificates of occupancy. In addition to the activities listed above, this Division also maintains the Township's GIS mapping systems and administers the tree protection and replacement ordinance.

| <b>Zoning Enforcement</b> |             |                       |
|---------------------------|-------------|-----------------------|
|                           | <b>2010</b> | <b>2011 Full Year</b> |
| Enforcement Action        | 298         | 258                   |
| Application Review        | 639         | 730                   |
| Approvals                 | 548         | 607                   |
| Denials                   | 91          | 123                   |
| Summonses Issued          | 99          | 59                    |
| Number of Cases           | 23          | 19                    |

## Planning Board

The Planning Board hears development applications that generally are in compliance with the zoning regulations. Development activity has slowed in the last few years in the residential areas, but commercial development continues, as additional areas along Route 10 are serviced by sewers.

| <b>Planning Board</b>        | <b>2010</b> | <b>2011</b> |
|------------------------------|-------------|-------------|
| <b>App. Heard/ Approved:</b> | <b>16</b>   | <b>21</b>   |
| Subdivisions                 | 1           | 2           |
| Site Plans                   | 9           | 15          |
| Sq. Ft. Commercial           | 3538        | 29,800      |
| # Lots                       | 1           | 2           |
| Tree Removal Apps.           | 105         | 75          |

## 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.

| <b>Board of Adjustment</b> |             |             |
|----------------------------|-------------|-------------|
| <b>Approved:</b>           | <b>2010</b> | <b>2011</b> |
| Site Plans                 | 4           | 4           |
| Variances                  | 19          | 21          |
| Subdivisions               | 0           | 0           |
| # Lots                     | 0           | 0           |



Architect's depiction of the Shoppes at Randolph on Route 10 West

The Randolph Township Free Public Library has experienced significant inventory and circulation growth and its programming continues to be extremely popular among residents of all ages.

**Below are selected highlights from 2011:**

- Collection has grown to 135,015 items including books, eBooks, CDs DVDs, Blu-Rays, books on CD and MP3, magazines, CD-ROMs, and playaways.
- eBooks are available for downloading through Digital Library NJ.
- Programs offered included concerts, film, lectures, and live performances.
- Story times for babies, toddlers, preschoolers, and elementary school children.
- Book clubs for children and adults.
- Twenty-five computing stations available with cable connectivity as well as wireless Internet access.
- Seven word processing stations, color printers, and scanner capability.
- Three multi-game preschool computers.
- Teen area that includes lounge and bistro seating, drafting table, 4 computers with widescreen monitors, black & white laser printer, books, rock, pop, rap, soundtrack CDs, PG-13 DVDs, and magazines to borrow.
- Access to online content including RefUSA and Consumer Reports.
- Using the Morris Automated Information Network, cardholders are able to place holds on materials system-wide, renew materials online, and request books through the statewide network, JerseyCat.

In order to accommodate the increased growth, the Library Board of Trustees has initiated a renovation plan that would provide essential services to the adult population as well as to the general population. This project, if approved, would double the size of the Library's Meeting Room and provide a slightly larger space for elementary school children.

As part of the Senior Center/Library site renovation, the Library will receive a new façade, a new vestibule and entry, a covered walkway, a new roof, and some additional shared parking. Construction is expected to be completed in June of 2012.

## Library Statistics

|                    | 2011    | 2010    |
|--------------------|---------|---------|
| Circulation        | 370,672 | 420,811 |
| Items owned        | 135,015 | 131,823 |
| Program attendance | 13,339  | 14,132  |
| Visits             | 139,857 | 151,767 |

## Library Operating Budget

| Income        | \$                 | Expenses            | \$                 |
|---------------|--------------------|---------------------|--------------------|
| Township      | 1,096,673          | Salaries            | 695,853            |
| State Aid     | 11,859             | Materials           | 320,000            |
| Contributions | 11,191             | Other operating     | 249,447            |
| Fines         | 24,607             | Capital improvement | 300,000            |
| Other         | 165,871            | Programs            | 40,000             |
| <b>Total</b>  | <b>\$1,310,259</b> | <b>Total</b>        | <b>\$1,605,300</b> |



A new Randolph Library card for a lifetime of reading!



# March 2012

| Sunday    | Monday   | Tuesday  | Wednesday | Thursday  | Friday    | Saturday  |
|-----------|--|--|-----------|---|-----------|-----------|
|           |  |  |           | <b>1</b><br>Township Council<br>7:00 p.m.   | <b>2</b>  | <b>3</b>  |
| <b>4</b>  | <b>5</b><br>Planning Board<br>7:00 p.m.                              | <b>6</b><br>Traffic Advisory<br>Committee<br>7:30 p.m.<br>Economic Development<br>Committee<br>7:30 p.m. | <b>7</b>  | <b>8</b> Board of Library<br>Trustees - 7:00 p.m. **<br>Recreation Advisory<br>Committee<br>7:30 p.m. *<br>Board of Adjustment<br>7:30 p.m. | <b>9</b>  | <b>10</b> |
| <b>11</b> | <b>12</b><br>Board of Health<br>7:00 p.m.                            | <b>13</b><br>Parks Advisory<br>Committee<br>7:30 p.m. *<br>Landmarks<br>Committee<br>7:30 p.m.           | <b>14</b> | <b>15</b><br>Township Council<br>7:00 p.m.  | <b>16</b> | <b>17</b> |
| <b>18</b> | <b>19</b><br>Planning Board<br>7:00 p.m.                             | <b>20</b>  | <b>21</b> | <b>22</b><br>Board of Adjustment<br>7:30 p.m.   | <b>23</b> | <b>24</b> |
| <b>25</b> | <b>26</b><br>Community Services<br>Advisory Committee<br>7:00 p.m. * | <b>27</b>  | <b>28</b> | <b>29</b><br>Township Council<br>7:00 p.m.  | <b>30</b> | <b>31</b> |
|           |  |  |           |   |           |           |

All meetings are held at the Municipal Building unless otherwise noted.

\* Meetings are held at the Senior Community Center. \*\* Meetings are held at the Township Library.

Please check [www.randolphnj.org](http://www.randolphnj.org) for the most up to date meeting information.



# April 2012

| Sunday | Monday   | Tuesday  | Wednesday | Thursday  | Friday | Saturday |
|--------|--|--|-----------|---|--------|----------|
| 1      | 2<br>Planning Board<br>7:00 p.m.                             | 3<br>Township Council<br>7:00 p.m.<br>Traffic Advisory<br>Committee<br>7:30 p.m. | 4         | 5   | 6      | 7        |
| 8      | 9<br>Board of Health<br>7:00 p.m.                            | 10<br>Parks Advisory<br>Committee<br>7:30 p.m.*                                  | 11        | 12<br>Board of Library<br>Trustees<br>7:00 p.m.**<br>Recreation Advisory<br>Committee<br>7:30 p.m.* | 13     | 14       |
| 15     | 16<br>Planning Board<br>7:00 p.m.                            | 17   | 18        | 19<br>Township Council<br>7:00 p.m.   | 20     | 21       |
| 22     | 23<br>Community Services<br>Advisory Committee<br>7:00 p.m.* | 24<br>Environmental<br>Commission<br>7:30 p.m.                                   | 25        | 26<br>Township Council<br>7:00 p.m.<br>Board of Adjustment<br>7:30 p.m.                             | 27     | 28       |
| 29     | 30   |  |           |   |        |          |
|        |  |  |           |   |        |          |

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# May 2012

| Sunday    | Monday  | Tuesday  | Wednesday | Thursday   | Friday    | Saturday  |
|-----------|---|--|-----------|--|-----------|-----------|
|           |   | <b>1</b><br>Traffic Advisory Committee<br>7:30 p.m.<br>Economic Development Committee<br>7:30 p.m. | <b>2</b>  | <b>3</b><br>Township Council<br>7:00 p.m.  | <b>4</b>  | <b>5</b>  |
| <b>6</b>  | <b>7</b><br>Planning Board<br>7:00 p.m.   | <b>8</b><br>Parks Advisory Committee<br>7:30 p.m.*<br>Landmarks Committee<br>7:30 p.m.             | <b>9</b>  | <b>10</b> Board of Library Trustees – 7:00 p.m.**<br>Recreation Advisory Committee<br>7:30 p.m.*<br>Board of Adjustment<br>7:30 p.m. | <b>11</b> | <b>12</b> |
| <b>13</b> | <b>14</b><br>Board of Health<br>7:00 p.m.   | <b>15</b>  | <b>16</b> | <b>17</b>  | <b>18</b> | <b>19</b> |
| <b>20</b> | <b>21</b><br>Planning Board<br>7:00 p.m.<br>Community Services Advisory Committee<br>7:00 p.m.* | <b>22</b>  | <b>23</b> | <b>24</b><br>Board of Adjustment<br>7:30 p.m.  | <b>25</b> | <b>26</b> |
| <b>27</b> | <b>28</b>   | <b>29</b>  | <b>30</b> | <b>31</b><br>Township Council<br>7:00 p.m.   |           |           |
|           |   |  |           |  |           |           |

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# June 2012

| Sunday | Monday  | Tuesday   | Wednesday | Thursday   | Friday | Saturday |
|--------|---|---|-----------|--|--------|----------|
|        |   |   |           |  | 1      | 2        |
| 3      | 4<br>Planning Board<br>7:00 p.m.                          | 5<br>Traffic Advisory Committee<br>7:30 p.m.<br>Economic Development Committee<br>7:30 p.m. | 6         | 7<br>Township Council<br>7:00 p.m.   | 8      | 9        |
| 10     | 11<br>Board of Health<br>7:00 p.m.                        | 12<br>Parks Advisory Committee<br>7:30 p.m.*<br>Recreation Advisory Committee<br>7:30 p.m.* | 13        | 14<br>Board of Library Trustees<br>7:00 p.m.**<br>Board of Adjustment<br>7:30 p.m. | 15     | 16       |
| 17     | 18<br>Planning Board<br>7:00 p.m.                         | 19  | 20        | 21   | 22     | 23       |
| 24     | 25<br>Community Services Advisory Committee<br>7:00 p.m.* | 26<br>Environmental Commission<br>7:30 p.m.   | 27        | 28<br>Township Council<br>7:00 p.m.<br>Board of Adjustment<br>7:30 p.m.            | 29     | 30       |
|        |   |   |           |  |        |          |

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# July 2012

| Sunday | Monday                            | Tuesday  | Wednesday | Thursday   | Friday | Saturday |
|--------|-----------------------------------|--|-----------|--|--------|----------|
| 1      | 2                                 | 3  | 4         | 5  | 6      | 7        |
| 8      | 9<br>Planning Board<br>7:00 p.m.  | 10<br>Parks Advisory<br>Committee<br>7:30 p.m.*<br>Landmarks<br>Committee<br>7:30 p.m. | 11        | 12<br>Board of Library<br>Trustees - 7:00 p.m.**<br>Recreation Advisory<br>Committee<br>7:30 p.m.*<br>Board of Adjustment<br>7:30 p.m. | 13     | 14       |
| 15     | 16                                | 17   | 18        | 19   | 20     | 21       |
| 22     | 23<br>Planning Board<br>7:00 p.m. | 24   | 25        | 26<br>Board of Adjustment<br>7:30 p.m.   | 27     | 28       |
| 29     | 30                                | 31   |           |  |        |          |
|        |                                   |  |           |  |        |          |

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# August 2012

| Sunday | Monday                            | Tuesday   | Wednesday | Thursday  | Friday | Saturday |
|--------|-----------------------------------|---|-----------|---|--------|----------|
|        |                                   |   | 1         | 2<br>Township Council<br>7:00 p.m.  | 3      | 4        |
| 5      | 6<br>Planning Board<br>7:00 p.m.  | 7<br>Traffic Advisory<br>Committee<br>7:30 p.m. | 8         | 9<br>Recreation Advisory<br>Committee<br>7:30 p.m.*<br>Board of Adjustment<br>7:30 p.m. | 10     | 11       |
| 12     | 13                                | 14<br>Parks Advisory<br>Committee<br>7:30 p.m.* | 15        | 16  | 17     | 18       |
| 19     | 20<br>Planning Board<br>7:00 p.m. | 21  | 22        | 23<br>Board of Adjustment<br>7:30 p.m.  | 24     | 25       |
| 26     | 27                                | 28  | 29        | 30  | 31     |          |
|        |                                   |   |           |   |        |          |

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# September 2012

| Sunday | Monday   | Tuesday   | Wednesday | Thursday  | Friday | Saturday |
|--------|--|---|-----------|---|--------|----------|
|        |  |   |           |   |        | 1        |
| 2      | 3  | 4<br>Traffic Advisory Committee<br>7:30 p.m.<br>Economic Development Committee<br>7:30 p.m. | 5         | 6<br>Township Council<br>7:00 p.m.  | 7      | 8        |
| 9      | 10<br>Planning Board<br>7:00 p.m.<br>Board of Health<br>7:00 p.m.                        | 11<br>Parks Advisory Committee<br>7:30 p.m.*  | 12        | 13<br>Board of Library Trustees – 7:00 p.m. **<br>Recreation Advisory Committee<br>7:30 p.m.*<br>Board of Adjustment<br>7:30 p.m. | 14     | 15       |
| 16     | 17   | 18<br>Landmarks Committee<br>7:30 p.m.  | 19        | 20  | 21     | 22       |
| 23     | 24<br>Planning Board<br>7:00 p.m.<br>Community Services Advisory Committee<br>7:00 p.m.* | 25<br>Environmental Commission<br>7:30 p.m.   | 26        | 27<br>Township Council<br>7:00 p.m.<br>Board of Adjustment<br>7:30 p.m.   | 28     | 29       |
| 30     |  |   |           |   |        |          |

All meetings are held at the Municipal Building unless otherwise noted.

\* Meetings are held at the Senior Community Center. \*\* Meetings are held at the Township Library.

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# October 2012

| Sunday | Monday  | Tuesday   | Wednesday | Thursday  | Friday | Saturday |
|--------|---|---|-----------|---|--------|----------|
|        | 1   | 2<br>Traffic Advisory Committee<br>7:30 p.m.<br>Economic Development Committee<br>7:30 p.m. | 3         | 4<br>Township Council<br>7:00 p.m.  | 5      | 6        |
| 7      | 8<br>Board of Health<br>7:00 p.m.                         | 9<br>Parks Advisory Committee<br>7:30 p.m.*   | 10        | 11 Board of Library Trustees – 7:00 p.m.**<br>Recreation Advisory Committee<br>7:30 p.m.*<br>Board of Adjustment<br>7:30 p.m. | 12     | 13       |
| 14     | 15<br>Planning Board<br>7:00 p.m.                         | 16  | 17        | 18  | 19     | 20       |
| 21     | 22<br>Community Services Advisory Committee<br>7:00 p.m.* | 23  | 24        | 25<br>Township Council<br>7:00 p.m.<br>Board of Adjustment<br>7:30 p.m.   | 26     | 27       |
| 28     | 29  | 30  | 31        |   |        |          |
|        |   |   |           |   |        |          |

All meetings are held at the Municipal Building unless otherwise noted.

\* Meetings are held at the Senior Community Center. \*\* Meetings are held at the Township Library.

Please check [www.randolphnj.org](http://www.randolphnj.org) for the most up to date meeting information.



# November 2012

| Sunday | Monday  | Tuesday  | Wednesday | Thursday  | Friday | Saturday |
|--------|---|--|-----------|---|--------|----------|
|        |   |  |           | 1<br>Township Council<br>7:00 p.m.  | 2      | 3        |
| 4      | 5<br>Planning Board<br>7:00 p.m.                              | 6<br>Traffic Advisory<br>Committee<br>7:30 p.m.  | 7         | 8<br>Board of Library<br>Trustees – 7:00 p.m. **<br>Recreation Advisory<br>Committee – 7:30 p.m. *<br>Board of Adjustment<br>7:30 p.m.<br>Economic Development<br>Committee – 7:30 p.m. | 9      | 10       |
| 11     | 12  | 13<br>Board of Health<br>7:00 p.m.<br>Parks Advisory<br>Committee<br>7:30 p.m. *<br>Landmarks Committee<br>7:30 p.m. | 14        | 15  | 16     | 17       |
| 18     | 19  | 20   | 21        | 22  | 23     | 24       |
| 25     | 26<br>Community Services<br>Advisory Committee<br>7:00 p.m. * | 27<br>Environmental<br>Commission<br>7:30 p.m.   | 28        | 29<br>Township Council<br>7:00 p.m.   | 30     |          |
|        |   |  |           |   |        |          |

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# December 2012

| Sunday   | Monday                             | Tuesday   | Wednesday | Thursday  | Friday | Saturday |
|--|------------------------------------|---|-----------|---|--------|----------|
|  |                                    |   |           |   |        | 1        |
| 2  | 3<br>Planning Board<br>7:00 p.m.   | 4<br>Traffic Advisory<br>Committee<br>7:30 p.m. | 5         | 6<br>Township Council<br>7:00 p.m.  | 7      | 8        |
| 9<br>Recreation Advisory<br>Committee<br>7:30 p.m.*<br>Parks Advisory<br>Committee<br>7:30 p.m.* | 10<br>Board of Health<br>7:00 p.m. | 11  | 12        | 13<br>Board of Library<br>Trustees<br>7:00 p.m.**<br>Board of Adjustment<br>7:30 p.m. | 14     | 15       |
| 16   | 17<br>Planning Board<br>7:00 p.m.  | 18  | 19        | 20<br>Board of Adjustment<br>7:30 p.m.  | 21     | 22       |
| 23   | 24                                 | 25  | 26        | 27<br>Township Council<br>7:00 p.m.   | 28     | 29       |
| 30   | 31                                 |   |           |   |        |          |

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# January 2013

| Sunday | Monday                            | Tuesday                            | Wednesday | Thursday                               | Friday | Saturday |
|--------|-----------------------------------|------------------------------------|-----------|--|--------|----------|
|        |                                   | 1<br>Township Council<br>1:00 p.m. | 2         | 3                                      | 4      | 5        |
| 6      | 7                                 | 8                                  | 9         | 10<br>Board of Adjustment<br>7:30 p.m. | 11     | 12       |
| 13     | 14<br>Planning Board<br>7:00 p.m. | 15                                 | 16        | 17                                     | 18     | 19       |
| 20     | 21                                | 22                                 | 23        | 24<br>Board of Adjustment<br>7:30 p.m. | 25     | 26       |
| 27     | 28<br>Planning Board<br>7:00 p.m. | 29                                 | 30        | 31                                     |        |          |
|        |                                   |                                    |           |  |        |          |

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## Hours of Operation

### Township Offices

973-989-7100

Mon-Fri: 8:30 a.m. – 4:30 p.m.

One late night per month – See website for details.

### Recycling Center

973-989-7051

Closed Monday and Tuesday

Wed-Fri: 7:00 a.m. – 3:00 p.m.

Sat: 8:00 a.m. – 4:00 p.m.

Sun: 9:00 a.m. – 3:00 p.m.

### Randolph Library

973-895-3556

Mon-Thurs: 9:00 a.m. – 9:00 p.m.

Fri-Sat: 9:00 a.m. – 5:00 p.m.

Sun: Noon – 4:00 p.m.

### General Information

973-989-7100

[www.randolphnj.org](http://www.randolphnj.org)

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## Whom to Call

### John C. Lovell

Township Manager

973-989-7060

### Darren Carney

Planning & Zoning

Administrator

973-989-7080

### Robert Mason

Chief of Police

973-989-7014

### Anita Freeman

Library Director

973-895-3556

### John McAndrew III

Fire Chief

973-989-7098

### Richard Briant

Fire Official, Fire Sub Code

Official & Emergency

Management Coordinator

973-989-7039

### Ralph Carchia

Engineering Administrator

Water & Sewer

973-989-7068

### Tom Spring

Department of Public Works

Director

973-989-7086

### Russ Newman

Parks, Recreation, &

Community Services Director

973-989-7082

### Barbara Gothie

Assessor

973-989-7075

### Michael Soccio

Chief Financial Officer

973-989-7045

### Lisa Combes

Treasurer/Tax Collector

973-989-7047

### Christine Hopler

Court Administrator

973-989-7055

### Donna Marie Luciani

Township Clerk

973-989-7041

### Frank Howard

Construction Official

973-989-7071

### Mark Caputo

Health Officer

973-989-7050



Township of Randolph  
Randolph, NJ 07869-3799

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

## 2012 Township Council



Michael Guadagno  
Mayor



Tom MacArthur  
Deputy Mayor



James B. Loveys



Allen M. Napoliello



Michael Obremski



Trina Ruane Mitsch



Joanne Veech

*From enthusiastic participation in our Youth Sports Programs, to our proud veterans and Clean Communities volunteers, our residents really make "Life Worth Living" everyday in Randolph Township!*

