

Township of
RANDOLPH

"Where Life Is Worth Living"



2012
Annual Report
2013 Event Calendar

ANNUAL REPORT

In accordance with state statute, I am honored to present Randolph's 2012 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.

Randolph completed the redevelopment of the Public Works complex on Sussex Turnpike in 2012. The new Maintenance Center is shared by municipal and school employees and is bustling with activity in support of the transportation and infrastructure needs of Randolph. The new complex was developed with an eye towards our community's future with the belief that such a facility can be both functional and tastefully designed.

In September, the Township took great pride in dedicating the Library and Community Center complex on Calais Road. The project entailed renovations to the Library and an expansion of the Community Center. The buildings were dated, unattractive, and no longer met the needs of a community that had grown considerably since the Ackerman Hotel complex was acquired and pressed into municipal service. An emphasis was placed on developing a more functional and aesthetically pleasing center. Both goals have been accomplished, as the renovated buildings complement the neighborhood and will effectively meet service demands for years to come.

The Town experienced signs of an economic recovery in 2012. Commercial leases were up significantly by year's end, and the inventory of unsold homes dropped. Randolph remains a desirable zip code. The demand for new luxury homes being constructed off of Pierson Hill Road exceeded expectations, with the builder anticipating the sale of remaining lots in early 2013. All in all, Randolph is looked upon favorably and will continue to prosper due to its reputation for excellence.

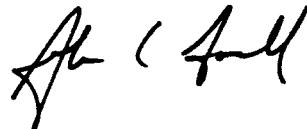
The final quarter of 2012 brought about the hardships of Hurricane Sandy. Randolph rose to the challenge with excellent communications, restoration of municipal infrastructure, and a town-wide cleanup of storm debris. I am eternally grateful to our residents, volunteers, employees, and elected officials for their support in the days that followed the storm.

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. 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: Randolph is transitioning its patrol fleet to all wheel drive vehicles. Patrol Officers Goral, Zenes, Rispoli and Biase with a new vehicle ready to be assigned.

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 bulleting board in Town Hall five days prior to a meeting. At the Council's direction, the agenda is also published on the Township's website www.randolphnj.org.

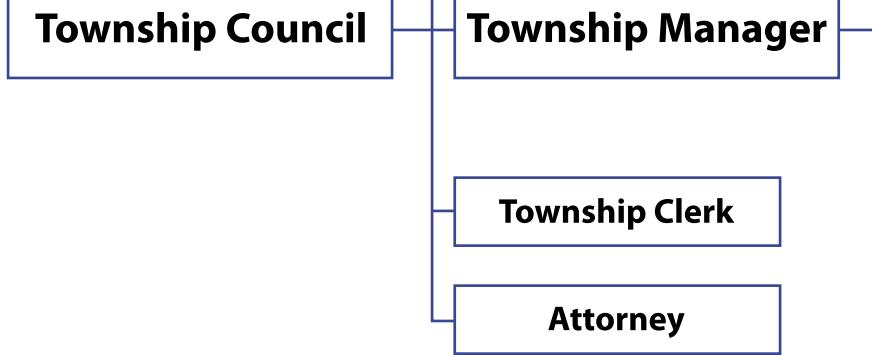
Can I review the minutes of the meeting?

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 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 2012 from the average taxpayer in the Township.



School – 69.34%
Municipal – 14.42%
County – 11.04%
Reserve for Uncollected Taxes – 3.00%
Library – 1.47%
Open Space / Recreation – 0.73%

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 2012 ratable base of \$2,912,554,348 represents a 0.29 % 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 2012 Tax Levy stands at \$99,501,039.

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 2012 equals \$7,402,163.

2012 Tax and Water and Sewer Information

	2012	2011
Tax Parcels	8227	8202
Total Assessed Value	\$2,912,554,348	\$2,921,150,063
Ratio to True Value	65.79%	63.80%
Water Accounts	5661	5661
Sewer Accounts	3898	3898

Township of Randolph 2012 Budget Information

TOWNSHIP	2012	% of Total Budget
REVENUES		
TOTAL REVENUES		
Surplus Anticipated	\$2,425,000	8.74%
Miscellaneous Revenues	\$3,024,517	10.90%
Interlocal Service Agreements	\$247,652	0.90%
Federal & State Grants	\$20,505	0.07%
State Aid	\$1,847,005	6.66%
Receipt for Delinquent Tax	\$1,200,000	4.32%
Local Tax for Municipal Purpose	\$17,504,452	63.08%
Local Tax for Municipal Library	\$1,478,957	5.33%
TOTAL REVENUES	\$27,748,088	100.00%
EXPENDITURES		
TOTAL EXPENDITURES		
General Government	\$3,965,074	14.29%
Public Safety	\$5,337,741	19.24%
Public Works	\$3,611,025	13.01%
Community Programs	\$2,238,780	8.08%
Municipal Library	\$1,024,211	3.69%
Statutory Charges	\$2,070,928	7.46%
Federal & State Grants	\$20,505	0.07%
Unclassified and Deferred Charges	\$125,100	0.46%
Liability and Group Insurance	\$4,101,872	14.78%
Debt Service	\$972,567	3.50%
Capital Improvements	\$1,265,900	4.56%
Reserve for Uncollected Taxes	\$3,014,385	10.86%
TOTAL EXPENDITURES	\$27,748,088	100.00%

WATER AND SEWER	2012	% of Total Budget
REVENUES		
TOTAL REVENUES		
EXPENDITURES		
Surplus Anticipated	\$830,000	11.21%
Miscellaneous Revenues	\$6,572,163	88.79%
TOTAL EXPENDITURES	\$7,402,163	100.00%
Administration and Executive	\$1,255,962	16.97%
Operations	\$747,794	10.10%
Service Agreements	\$2,738,868	37.00%
Statutory Charges	\$203,000	2.74%
Deferred Charges	\$125,000	1.69%
Debt Service	\$1,010,539	13.65%
Capital Improvements	\$1,321,000	17.85%

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. Two advisory committees appointed by the Township Council (Recreation and Parks) 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 Jerry Davis.

Throughout 2012, Randolph offered 196 programs and classes with 60,851 registered participants. The total participation for all sports and activities was 367,814. Expanded programs offered included a youth triathlon, a field hockey clinic, and youth volleyball. Many new trips and activities were also planned for Summer Day and Teen Travel Camp.

The renovated Community Center on Calais Road, is utilized for programs, meetings, and special activities, as well the Randolph Rompers pre-school program. In addition, the Community Center is used as a warming/charging center for Township residents and was utilized for those without power following Hurricane Sandy.

The Community Center renovation provided improved parking for the Library and Community Center, expanded storage, meeting rooms, and offices as well as the Kay Custer Senior Room, which is dedicated space for Senior activities.

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) 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 2012, 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 2012 included:

- ✓ Continued the Park Commemorative Bench program at Freedom Park.
- ✓ Painted the interior of the Brundage Park Playhouse.
- ✓ Installed a new guide-rail fence at the Heistein Park pond.
- ✓ Installed new septic piping, new composite decking, and a block retaining wall and grill area at Randolph Park.
- ✓ Repaired the ball field lights at Brundage Park.
- ✓ Removed downed trees from all trails following Hurricane Sandy.
- ✓ Expanded the patio including the addition of a roof at the Freedom Park snack bar.
- ✓ Paved the parking lot at the Brundage Park Preserve.
- ✓ Coordinated the renovation of the Little League snack bar at Freedom Park.
- ✓ Repaired and painted the floors at the Artworks Studio.
- ✓ Renovated the first floor of the VFW building on Carrell Road.

Program Season	Participants	Total Participants
Fall	2,638	75,505
Winter	2,536	55,517
Spring	5,287	100,526
Summer	10,258	50,812
Year Round	1,312	27,616
Randolph Park	15,295	18,298
Special Events	22,998	31,122
Senior Activities	527	8,218
2012 Total	60,851	367,814

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 Community Center and is available Monday through Friday. A major food distribution is held every November and December. In 2012, 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 over one hundred twenty-five 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 39,024 miles, transporting over a hundred seniors or permanently disabled residents at various times to and from their destinations; a total of 3,905 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) 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 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

	2012	2011
Complaints Filed	3385	3909
Convictions	3438	3776
Dismissals	369	596
Violations Processed	3396	4148
Jail Sentences	17	20
License Suspensions	42	63

Criminal

	2012	2011
Complaints Filed	600	953
Convictions	614	612
Dismissals	158	208
Violations Processed	598	981
Jail Sentences	6	10

The Randolph Police Department embraces a strong commitment to Randolph's citizens and visitors to ensure public safety and uphold the law.

During 2012, the department's staffing level for sworn law enforcement officers fell 20% below the authorized departmental strength of thirty-six officers. In turn, the department focused its resources on patrol and investigations, limiting services outside of these core functions.

Key challenges addressed in 2012 include:

- Storm response associated with Hurricane Sandy. The Police Department worked tirelessly throughout the storm and ensuing recovery dealing with blocked streets, downed wires, traffic control where signals were lost, lines at service stations, and downed power lines.
- The department completed all aspects associated with achieving a national accreditation. Accordingly, the department implemented "Best Procedures" currently available to law enforcement. All policies and procedures related to department operations were reviewed, and in many cases, rewritten to embrace the highest standards of the nation.
- Traffic enforcement and safety continued as a key objective for the department. Traffic calming measures were employed on local streets throughout the year. The department continued to support its award winning Alive at Twenty-five program in conjunction with Randolph High School.

- The department continued its close working relationship with the Randolph School District. The Sandy Hook Elementary School shooting in Connecticut caused the department to re-intensify this relationship with our schools so as to enhance the security of our community.

The upcoming year will see the department undertake recruitment efforts to address vacancies and promotions to fill a variety of key management positions. The department will continue to meet the core law enforcement needs of the community with an emphasis on professional standards expected of an accredited agency.

Police Department Yearly Comparison

	2012	2011
Number of calls for assistance	44,449	46,272
Patrol miles traveled	277,155	301,539
Number of sworn officers	30	33
Motor vehicles summonses	3,216	3,778
Motor vehicle written warnings	2,559	2,654
Criminal Complaints	600	953
Driving under the influence arrests	37	36
Motor vehicles accidents	1,064	1,176
Juvenile arrests	25	29
All other arrests incl. local ordinances	206	231
Crimes Index UCR	219	222

Rescue Squad

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 Todd Houston and President Bill Stroh, 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 836 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 and complete our on-line application. If you have questions, contact the Rescue Squad via email at info@randolphrescue.net.

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
- 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

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 Building Department. This position involves performing plan reviews and inspections on any new structure, addition or alterations to any structures.

Fire Prevention Bureau Activities

	2012	2011
Inspections/Re-Inspections	729	771
Violation Notices Issued	393	403
Smoke Detector/CO Alarm/ Fire Extinguisher Inspections	286	253
Incident/Complaint Inspections	16	7
Public Education Programs	42	43
Fire Subcode Inspections (New Construction)	332	322

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 Fire 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.

Fire Department Activities

	2012	2011
Structure Fire Responses	0	27
Other Type Fire Responses	59	44
Gas Leaks	2	2
Automatic Fire Alarms	286	309
Other Non-Fire responses	354	353
Total Responses	701	735
	2012	2011
Man-hours – Responses	8,825	8,684
Man-hours – Training, Education, Maintenance	14,431	11,560
Man-hours – Total	23,256	20,208



The Randolph Township Fire Department Ice Rescue Team performing a drill at Mendham Lake Estates.

The Department of Health and Code Enforcement is responsible for the Township's public/environmental health, housing, property maintenance, solid waste recycling, and Construction Code Division activities. In addition to traditional local health activities, the department covers construction plan review, building permit issuance, and all phases of building inspections. The 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. The Health Officer serves as Ex Officio member to the Advisory Board of Health.

The Health Department

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 2012, the Morris Regional Public Health Partnership continued 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.

The end of 2012 marks the two 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 continues to meet the challenges of covering twice the service area it did in 2010.

The Health Department administers other services for Randolph Township such as Animal Control, Recycling Coordinator, Recycling Enforcement, Solid Waste Services, NJ Clean Communities program, Property Maintenance, Housing, and the Right-to-Know program.

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

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

and therapeutic massage establishments are also the responsibility of the Health Department.

Housing and Property Maintenance Division administers the Certificate of Habitability program whereby all rental units within Randolph are inspected prior to occupancy. Rental units including the garden apartment complexes are a part of this program and we are able to assure that these units remain in a habitable condition. This Division also investigates and enforces the housing code and property maintenance ordinance where issues such as overcrowding and blight are encountered. Randolph partners with the New Jersey Department of Community Affairs, Multiple Dwelling Program by serving as that agency's contractor to provide 5 year cyclical housing inspections.

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.

In 2012, Randolph continued its success providing shared Animal Control services to Mendham Township and Mendham Borough. Great strides have been made in the movement toward making the old "Seeing Eye" animal facility the new Randolph Pound.

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, 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 2012, our Nursing Division continued to provide vaccines for children, adolescents, and adults. The Nursing Division was successful in gaining approval as an official NJ Department of Health "Adult Vaccine For Children" Program provider. In so doing, we can now offer vaccines such as Gardasil, Menveo, Zostavax, Hep B, Tdap, Pneumonia and seasonal flu to uninsured and underinsured adults.

Recycling and Solid Waste Division performs oversight to the curbside trash and recycling collection and recycling center operations. In 2012 the commingled curbside recycling was expanded to include all plastics #1 thru #7 (except #3 & #6). Rigid plastics continue to be collected at the recycling center. By offering more recycling options we reduce the high cost of solid waste removal while preserving our environment and natural resources.

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

	2008	2009	2010	2011	2012
Total Home Visits	321	362	567	607	486
Chem-23 Blood Profile	80	88	83	82	53
Communicable Disease	110	289	465	451	99
Childhood Immunizations	76	46	162	246	149
Adult Immunizations	1244	1408	1977	1096	745

Curbside Collection (in tons)

	2008	2009	2010	2011	2012
Weekly Garbage	181.75	177.35	160.48	155.15	164.89
Bi-Annual Bulk	237.71	266.94	282.0	224.93	230.11
Newspaper Recycling	1204.3	947	973.2	878.56	708.5
Other Paper Recycling	1174.9	957.3	1021.1	932.36	1112.2
Mixed Recyclables	1007.2	958.8	1036.4	1065.0	1239.0
Appliances/Metal	39.6	20.1	28.0	142.41	261.10

Inspections

	2008	2009	2010	2011	2012
Food/Drink/Vending	197	210	133	155	235
Septic	230	253	206	175	237
Complaints Abated	668*	617*	237*	330*	348

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

Animal Control

	2008	2009	2010	2011	2012
Rabies Vouchers	412	851	955	771	711
Dog Licenses	2533	2659	2671	2705	2681
Cat Licenses	684	682	653	650	625
Animals to Shelter	445	318	510	435	316
Adopted Animals	168	104	157	118	87
Returned to owner	110	94	167	155	93

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

	2008	2009	2010	2011	2012
New Residential Const.	4	2	2	5	18
New Commercial Const.	3	1	0	3	1
Alteration Permits	1549	1325	1187	1191	1243
Inspections	6582	5455	5014	5025	5682
Certificates of Occupancy	151	119	72	72	75
Certificate of Approvals	1216	1114	1062	1135	1129
Permits & Updates Issued	1707	1473	1565	1556	1708



New home under construction at The Ridge at Randolph.

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, roadside mowing, and mulch delivery programs. Additionally, this Division manages fleet maintenance for all Public Works vehicles, the Township's police, fire, ambulance, and administrative vehicles and controls roadway cleaning, traffic sign maintenance, and coordinates the annual roadway striping program.

Comparison of Seasonal Services Provided

Program	2011	2012
Spring Brush Collection (cubic yards)	8,390	3,928
Fall Leaf Collection (cubic yards)	4,000	10,606
Hurricane Irene (cubic yards)	2,600	
October 29th Snow Storm (cubic yards)	48,000	
Hurricane Sandy (cubic yards)		17,457



Major departmental projects and accomplishments during 2012:

- The mild winter of 2012 required pre-treatment of roads, plowing, and/or salt applications only 5 times for snow and ice events.
- The overlay of municipal roads entails upgrading all catch basins to comply with environmental mandates regarding storm water systems. In 2012, 4.09 miles of the road systems were overlayed.
- Public Works completed the site work required at the new Public Works Maintenance Facility, and assisted with the excavation of the former Ackerman Hotel demolition landfill in front of the Library.
- New drainage was installed on Radtke Road and Doby Road to eliminate winter icing problems and damage to road shoulders.
- As a result of super storm Sandy, an enormous brush removal program was instituted in the fall; Township crews completed the collection by year's end and resumed leaf collection operations that had been interrupted by the hurricane.



Construction and completion of the new Randolph Township Maintenance Facility shared by the Township and the Board of Education.

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 2012 Division Accomplishments:

- The Engineering Division performed Engineering Site Plan design and project management services for Community Center/Library expansion and new Vehicle Maintenance Facility.
- Performed project management and inspection for the Sussex Turnpike Extension Project.
- The Water and Sewer Division performed septic system repairs for Randolph Lake Park, and also performed the installation of new water services at the Vehicle Maintenance Facility and Community Center/Library complex.
- Performed Leak Detection Survey for the entire water distribution system within the Township, and repaired all leaks.



Water and Sewer Department Crews perform an emergency water main repair on West Hanover Avenue.

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.

Zoning Enforcement

	2011	2012 Full Year
Enforcement Action	258	320
Application Review	730	882
Approvals	607	771
Denials	123	111
Summonses Issued	59	82
Number of Cases	19	18

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.

Planning Board	2011	2012
App. Heard/Approved:	21	18
Subdivisions	2	2
Site Plans	15	10
Sq. Ft. Commercial	29,800	70,513
# Lots	2	2
Tree Removal Apps.	75	70

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.

Board of Adjustment

Approved:	2011	2012
Site Plans	4	8
Variances	21	23
Subdivisions	0	0
# Lots	0	0



Architect's rendering of Mark's Corner to be constructed at the corner of West Hanover Avenue and Sussex Turnpike.

The Randolph Township Free Public Library experienced significant inventory growth and its programming continues to be extremely popular among residents of all ages. The new façade and covered entry are proving popular with library users.

Below are selected highlights from 2012:

- Collection includes books, eBooks, CDs DVDs, Blu-Rays, audiobooks in a variety of formats, magazines, and CD-ROMs.
- Free eBooks and audiobooks are available for downloading through *Digital Library NJ*.
- Free music downloads are offered through *Freegal*.
- 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.
- Eight word processing stations, color printing, and an easy-to-use scanner that scans to flash drive or email.
- 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 an addition and renovation plan that will provide essential services to the adult population, and children's populations. This project will double the size of the Library's Meeting Room and provide a larger space for adult use of the library. The Children's Department will be reorganized to promote ease of access and the areas will be redecorated. These projects are expected to be completed in 2013.

Library Statistics – 2012

Circulation	294,105
Items owned	138,503
Program attendance	12,609
Visits	135,611

Library Operating Budget

Income	\$	Expenses	\$
Township	1,024,211	Salaries	742,800
State Aid	11,389	Materials	253,500
Contributions	13,148	Other operating	321,290
Fines	23,764	Capital improvement	22,524
Other	310,137	Programs	40,000
Income	\$1,382,649	Expenses	\$1,380,114



*Library and Community Center dedication
September 22, 2012.*



March 2013

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

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

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

Please check www.randolphnj.org for the most up to date meeting information.



April 2013

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

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Please check www.randolphnj.org for the most up to date meeting information.



May 2013

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

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Please check www.randolphnj.org for the most up to date meeting information.



June 2013

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

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

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Please check www.randolphnj.org for the most up to date meeting information.



July 2013

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

All meetings are held at the Municipal Building unless otherwise noted.
* Meetings are held at the Community Center. ** Meetings are held at the Township Library.

Please check www.randolphnj.org for the most up to date meeting information.



August 2013

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

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

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Please check www.randolphnj.org for the most up to date meeting information.



September 2013

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

All meetings are held at the Municipal Building unless otherwise noted.
* Meetings are held at the Community Center. ** Meetings are held at the Township Library.

Please check www.randolphnj.org for the most up to date meeting information.



October 2013

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

All meetings are held at the Municipal Building unless otherwise noted.
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Please check www.randolphnj.org for the most up to date meeting information.



November 2013

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

All meetings are held at the Municipal Building unless otherwise noted.
* Meetings are held at the Community Center. ** Meetings are held at the Township Library.

Please check www.randolphnj.org for the most up to date meeting information.



December 2013

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

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

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

Please check www.randolphnj.org for the most up to date meeting information.



January 2014

All meetings are held at the Municipal Building unless otherwise noted.
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Please check www.randoiphnj.org for the most up to date meeting information.

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.

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.

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.

General Information

973-989-7100
www.randolphnj.org

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

Kevin Dunn

Fire Chief
973-989-7098

Richard Briant

Fire Official, Fire Sub Code
Official & Emergency
Management Coordinator
973-989-7039

Ralph Carchia

Engineering Administrator
973-989-7068

Christine Hopler

Court Administrator
973-989-7055

Russ Newman

Parks, Recreation, &
Community Services Director
973-989-7082

Donna Marie Luciani

Township Clerk
973-989-7041

Barbara Gothie

Assessor
973-989-7075

Frank Howard

Construction Official
973-989-7071

Michael Soccio

Chief Financial Officer
973-989-7045

Mark Caputo

Health Officer
973-989-7050

Lisa Combes

Treasurer/Tax Collector
973-989-7047



Township of Randolph
Randolph, NJ 07869-3799

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2013 Township Council



Thomas MacArthur
Mayor



James B. Loveys
Deputy Mayor



Christine Carey



Michael Guadagno



Roman Hirniak



Allen M. Napoliello



Joanne Veech

From year-round cultural programs at Brundage Park Playhouse, to our all-inclusive recreation programs, civic-minded projects undertaken by our local Boy and Girl Scouts, and a loving second chance for our four legged friends, Randolph Township has it all.

