



Township of Randolph
Randolph, NJ 07869-3799

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Township of RANDOLPH

2017 Annual Report | 2018 Event Calendar

2018 Township Council



Mark Forstenhausler
Mayor



James B. Loveys
Deputy Mayor



Christine Carey



Michael Guadagno



Allen M. Napoliello



Lance Tkacs



Joanne Veech



*From the many recreation programs, the visual
and performing arts, and parks and trails,
to the proud veterans and many volunteers,
Randolph Township has it all.*



"Where Life Is Worth Living"

ANNUAL REPORT

It is my pleasure to present the Randolph Township Annual Report for 2017. This report, prepared in accordance with State Statute, provides a summation of the municipal organization's activities and accomplishments during the past year. The report also features a calendar of important meeting dates for 2018, and extensive data illustrating the organization's performance in 2017.



The enclosed information is important because it provides a measure of the health and vitality of the township municipal operation. Our goal is to make the Township of Randolph the best it can be by providing effective governance, enhanced customer services, and excellent community facilities. The narrative detail, facts and figures outlined on the pages that follow reflect the organization's continued efforts to achieve this stated objective.

Randolph is served by 122 full-time and 49 part-time employees, staffing seven departments and the Municipal Court. Furthermore, over 270 civic minded residents provide volunteer support to the community, including 160 members of the volunteer Rescue Squad and Fire Department. Together these individuals make up a talented and dedicated team, united by one mission, meeting the needs of the Randolph Township residents.

We are also fortunate in Randolph to have an elected Township Council who selflessly contributes their time, energy, and intellect to ensure the proper governance of the municipality. It is because of the Council's thoughtful leadership that the township has been able to maintain the excellent services, programs, and facilities enjoyed by our residents.

The year 2017 was another productive year for the municipal organization. The list of accomplishments is again highlighted by improvements to the township's critical infrastructure and facilities. During the past year, the township expended over one million dollars to upgrade and resurface 29 roads. The retaining wall replacement program continued with the completion of the second phase of the Everdale Road wall improvements. The township completed water line extensions on Schuman Road and Woodlawn Terrace, sewer line extensions on Brookside Road and Mac Spar Drive, and the refurbishment of the Knight's Bridge Pumping Station. Improvements to community facilities were highlighted by upgrades to the Randolph Park Beach facility, and the installation of an elevator at the VFW facility on Carrell Road. The elevator, funded by a County grant, now provides access to the building's upper and lower floors.

In conjunction with the above referenced municipal improvement projects, the township also engaged in several important planning initiatives in 2017. Headlining these efforts was the design of the new park planned for Calais Road. A steering committee comprised of elected officials, citizen volunteers, and township staff spent the year working with the design professional for the project transforming the concept for the park into a fully engineered final plan. The features include an outdoor stage area with lawn seating, pickle ball courts, a quarter mile lighted track for walking and running, a picnic pavilion and free play area, nature trails and a community garden. The project is scheduled to break ground in the summer of 2018. Two other important planning efforts were also completed in 2017. These include the Trails Master Plan adopted by the Township Council in the fall of 2017, and the Mount Freedom Plan Update adopted by the Planning Board earlier in the year.

Other highlights from 2017 include:

- *The 2017 budget was adopted balancing community needs with no increase in the municipal tax levy.*
- *The town-wide property revaluation was completed, and new property assessments became effective in 2017.*
- *The Township Council amended the leaf collection policy to allow residents assisted by contractors to participate in the annual curbside leaf collection program.*
- *Phase II of the EA Porter site remediation project was completed. The project, which is a partnership between the township and Habitat for Humanity, will ultimately result in the development of 25 new affordable housing units.*
- *The Township Economic Development Committee, Council, and staff worked throughout the year promoting economic development in the community. Efforts included the development of a new Randolph Local website, and focused outreach to assist individuals looking to develop or redevelop properties within the township.*

In 2018 we will be looking to build on the achievements of the past year, as well as attain many new objectives. Please take a few moments to review the information in this report and remember that Randolph's successes result from a team effort that includes our citizens.

Sincerely,

Stephen P. Mountain
Township Manager

Front and back cover photos by Delia Vince-Cruz, Daniel E. Beards, Nola Young, and Randolph Township staff and volunteers.

Hours of Operation

Township Offices
502 Millbrook Avenue
973-989-7100
www.randolphnj.org
Mon-Fri: 8:30 a.m. – 4:30 p.m.
For special evening hours visit
www.randolphnj.org

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

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

Recycling Center
Intersection of Morris & Sussex Turnpike
973-989-7050
Closed Monday and Tuesday
Wed-Fri: 7:00 a.m. – 3:00 p.m.
Sat: 8:00 a.m. – 4:00 p.m.
Sun: 9:00 a.m. – 3:00 p.m.

Library
28 Calais Road
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.
Summer hours differ from
this schedule.

**Community Center and
Recreation Offices**
30 Calais Road
973-989-7081
Hours are the same as the
township offices.

Whom to Call

ADMINISTRATION

Stephen P. Mountain
Township Manager
973-989-7060

Darren Carney
Planning & Zoning
Administrator
973-989-7080

Donna Marie Luciani
Township Clerk
973-989-7041

Ralph Carchia
Engineering Administrator,
Water and Sewer
973-989-7068

POLICE

David N. Stokoe
Chief of Police
973-989-7014

Chris Giuliani
Lieutenant, Investigations
and Services
973-537-7111

Jeff Gomez
Lieutenant, Administrative
973-989-7013

William Harzula
Lieutenant, Patrol
973-989-7033

FIRE

Anthony Moschella
Fire Department Chief
973-989-7098

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

EMERGENCY MANAGEMENT

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

COURT

Christine Hopler
Court Administrator
973-989-7055

Rose Marie Jung
Deputy Court Administrator
973-989-7055

FINANCE

Darren Maloney
Chief Financial Officer
973-989-7045

Linda Roth
Treasurer/Tax Collector
973-989-7047

Glen Sherman
Tax Assessor
973-989-7075

HEALTH AND
CONSTRUCTION CODE

Mark Caputo
Director
973-989-7050

Rod Schmidt
Construction Official
973-989-7071

PUBLIC WORKS

Tom Spring
Director
973-989-7086

PARKS, RECREATION, AND
COMMUNITY SERVICES

Russ Newman
Director
973-989-7081

Jeanne Montemarano
Assistant Director
973-989-7081

LIBRARY

Lore Reinhart
Director
973-895-3556

Robert Tambini
Assistant Director
973-895-3556



January 2019

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|-----------------------------------|--|-----------|--|--------|----------|
| | | 1 New Years Day Municipal Offices Closed | 2 | 3 Township Council Reorganization Meeting 7:00 p.m. | 4 | 5 |
| 6 | 7 Planning Board 7:00 p.m. | 8 | 9 | 10 Board of Adjustment 7:30 p.m. | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 Board of Adjustment 7:30 p.m. | 25 | 26 |
| 27 | 28 Planning Board 7:00 p.m. | 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 visit www.randolphnj.org for the most up to date meeting information.

How Your Local Government Functions

RANDOLPH TOWNSHIP MISSION STATEMENT

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

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

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

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

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

The Township Clerk is secretary to the Township Council and is the Election Official of the township. The Township Clerk records and prepares the minutes of each Township Council Meeting. The Township Clerk also processes, records, and files resolutions and ordinances, arranges for legal advertising of official documents, and issues various licenses and permits. The Township Clerk’s election responsibilities include 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.

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 |

How does a Township Council function?

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

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

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

Is there a protocol for speaking at meetings?

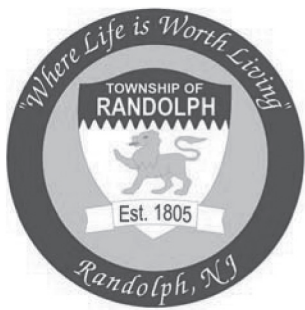
Yes. The entire Township Council should be addressed through the chair (Mayor). Do not engage in dialogue with members without the chair’s permission. Proper decorum should be observed. Succinct, constructive comments and a respectful tone are greatly appreciated and create an appropriate decision making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

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

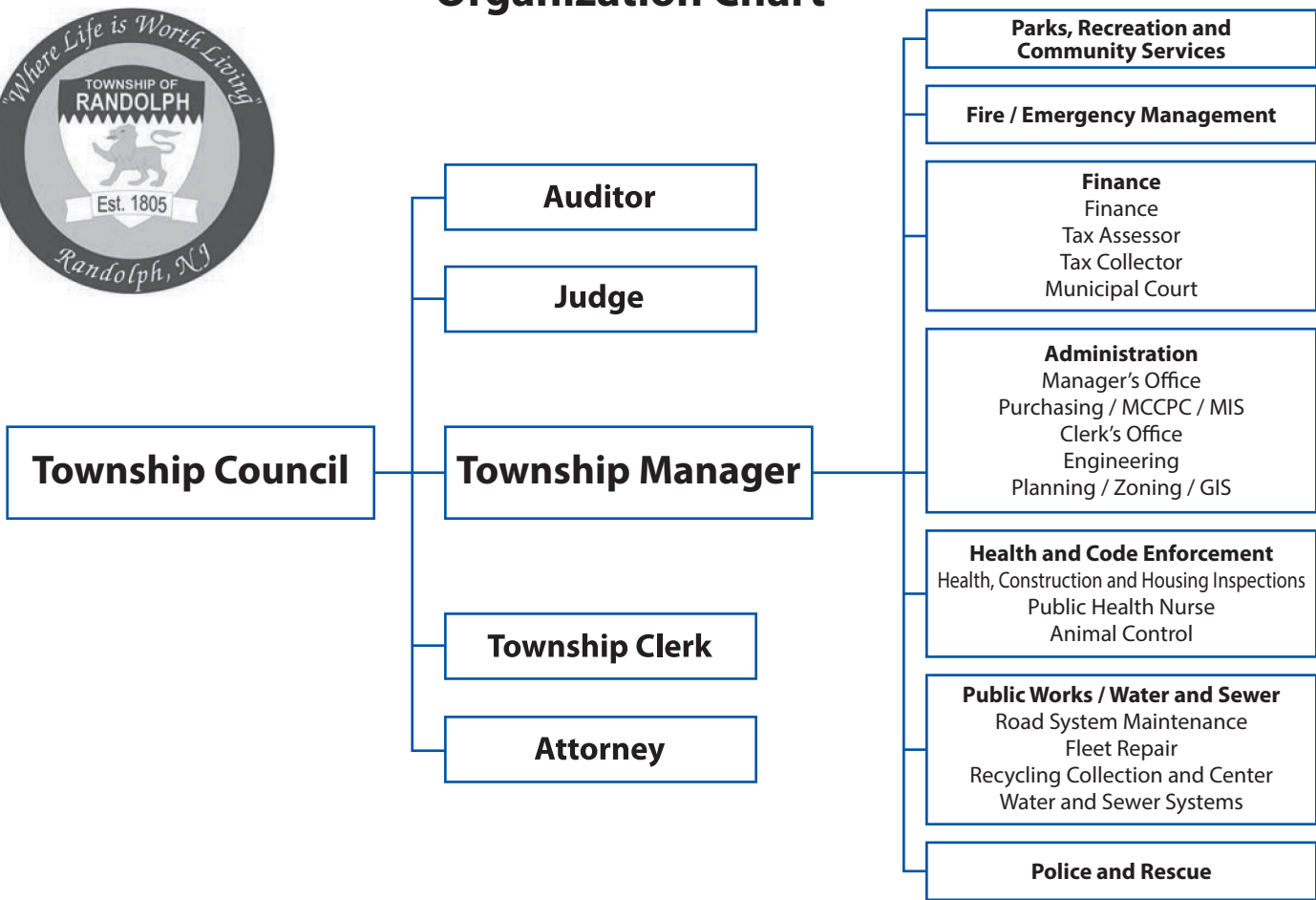
The agenda is published and posted on the bulletin board in the Municipal Building five days prior to a meeting. At the Township Council’s direction, the agenda is also published on the township’s website www.randolphnj.org.

Can I review the minutes of the meeting?

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

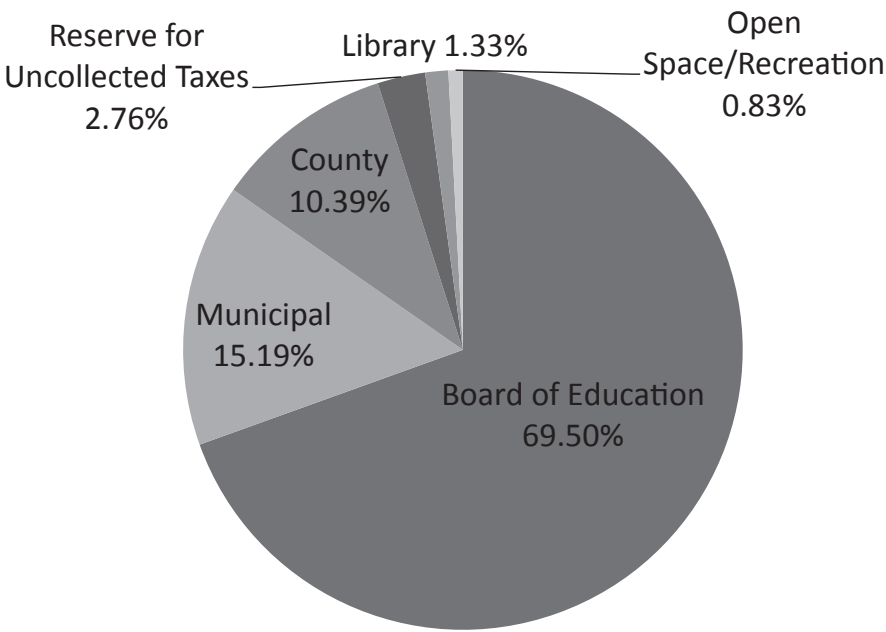


TOWNSHIP OF RANDOLPH
Organization Chart



Your Tax Dollars

The property tax is divided among the Randolph Board of Education, the County of Morris, and the township. The figure illustrates the percentage that each of the jurisdictions received in 2017 from the average taxpayer in the township.



December 2018

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|--|--------------------------------------|--|--------|----------|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | Traffic Advisory Committee 7:30 p.m. Economic Development Committee 7:30 p.m. | | Township Council 7:00 p.m. Municipal Offices Late Night | | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| | | Parks Advisory Committee 6:30 p.m.* Recreation Advisory Committee 6:30 p.m.* | | Library Board of Trustees 7:00 p.m.** Board of Adjustment 7:30 p.m. | | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| | | | Trails Advisory Committee 7:00 p.m.* | | | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| | | Christmas Municipal Offices Closed | | | | |
| 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 visit www.randolphnj.org for the most up to date meeting information.



November 2018

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|---|---|--|--|----------|
| 4 | 5 | 6 | 7 | 1 | 2 | 3 |
| | Planning Board 7:00 p.m. | Traffic Advisory Committee 7:30 p.m. Economic Development Committee 7:30 p.m. | | Township Council 7:00 p.m. Municipal Offices Late Night | | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | Veterans Day Municipal Offices Closed | Parks Advisory Committee 7:30 p.m.* | Trails Advisory Committee 7:00 p.m.* | Recreation Advisory Committee 7:30 p.m.* | Veterans Day Municipal Offices Closed | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| | | | | Thanksgiving Municipal Offices Closed | Thanksgiving Municipal Offices Closed | |
| 25 | 26 | 27 | 28 | 29 | 30 | |
| | | Advisory Environmental & Landmarks Committee 7:30 p.m. | Municipal Alliance Committee 9:00 a.m. Wildlife Management Advisory Committee 7:00 p.m.* | Township Council 7:00 p.m. | | |

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Finance

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

- Finance, Water and Sewer
- Assessments
- Tax Collection and Treasury

Assessments is headed by Glen Sherman, a Certified Tax Assessor, who is responsible for determining the fair market value of all real estate in the township and keeps assessment records of each and every parcel of real property assessed or exempted. The township's 2017 ratable base of \$4,293,593,841 represents a 46.87% increase from the prior year, as a result of a township-wide revaluation.

The Collection Division is administered by Linda Roth, a Certified Tax Collector, who prepares tax bills, maintains

an account of all tax collections, and enforces collection of delinquent taxes through municipal tax sales and foreclosures. The 2017 tax levy (including school and county) stands at \$108,606,964; the 2017 tax collection rate was 99.41%.

Randolph maintains separate water and sewer accounts as not all taxpayers are sewer customers or connected to the public water system. The operation includes the preparation and processing of quarterly service charges, and the maintenance of records of water consumption and sewage system usage. The Water and Sewer combined budget for 2017 equals \$7,962,392.

| 2017 Tax and Water/Sewer Information | | |
|--------------------------------------|-----------------|-----------------|
| | 2017 | 2016 |
| Tax Parcels | 8,449 | 8,324 |
| Total Assessed Value | \$4,293,593,841 | \$2,923,346,396 |
| Ratio to True Value | 100% | 67.80% |
| Water Accounts | 5,811 | 5,736 |
| Sewer Accounts | 3,961 | 3,928 |

Township of Randolph 2017 Budget Information

| TOWNSHIP | 2017 | % of Total Budget |
|-----------------------------------|--------------|-------------------|
| REVENUES | | |
| Surplus Anticipated | \$5,026,277 | 15.74% |
| Miscellaneous Revenues | \$2,994,915 | 9.38% |
| Interlocal Service Agreements | \$239,260 | 0.75% |
| Federal & State Grants | \$76,032 | 0.24% |
| State Aid | \$1,847,005 | 5.79% |
| Receipt for Delinquent Tax | \$800,000 | 2.51% |
| Local Tax for Municipal Purpose | \$19,497,105 | 61.08% |
| Local Tax for Municipal Library | \$1,442,541 | 4.52% |
| TOTAL REVENUES | \$31,923,135 | 100.00% |
| EXPENDITURES | | |
| General Government | \$4,458,150 | 13.97% |
| Public Safety | \$5,795,757 | 18.16% |
| Public Works | \$4,098,613 | 12.84% |
| Community Programs | \$2,370,215 | 7.42% |
| Municipal Library | \$987,993 | 3.09% |
| Statutory Charges | \$2,129,344 | 6.67% |
| Federal & State Grants | \$76,032 | 0.24% |
| Unclassified and Deferred Charges | \$120,000 | 0.38% |
| Liability and Group Insurance | \$5,021,263 | 15.73% |
| Debt Service | \$1,163,388 | 3.64% |
| Capital Improvements | \$2,704,500 | 8.47% |
| Reserve for Uncollected Taxes | \$2,997,880 | 9.39% |
| TOTAL EXPENDITURES | \$31,923,135 | 100.00% |

| WATER AND SEWER | 2017 | % of Total Budget |
|------------------------------|-------------|-------------------|
| REVENUES | | |
| Surplus Anticipated | \$1,818,631 | 22.84% |
| Miscellaneous Revenues | \$6,143,761 | 77.16% |
| TOTAL REVENUES | \$7,962,392 | 100.00% |
| EXPENDITURES | | |
| Administration and Executive | \$1,439,843 | 18.06% |
| Operations | \$890,674 | 11.19% |
| Service Agreements | \$3,417,150 | 42.92% |
| Statutory Charges | \$204,815 | 2.57% |
| Debt Service | \$214,910 | 2.70% |
| Capital Improvements | \$1,795,000 | 22.54% |
| TOTAL EXPENDITURES | \$7,962,392 | 100.00% |

The Department of Parks, Recreation, and Community Services strives to meet the needs of our community by providing a wide range of leisure activities, social services, and facilities for township residents of all ages. Three advisory committees appointed by the Township Council (Recreation, Parks, and Wildlife Management) 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 Sheila Bell-Helmke for her many years of service to Randolph Girls Softball.

Throughout 2017, Randolph offered almost 200 programs and classes with 54,110 registered participants.

As a convenience to parents, the summer day camp again offered weekly sessions, allowing parents to coordinate camp schedules with other summer activities. In addition, 99 youth sports coaches attended Rutgers Youth Sports Coaches training sponsored by the department.

The Brundage Park Playhouse offered seven theatrical productions in 2017, which included 53 performances. Productions included "Big Kids", "Man of La Mancha", "The King and I", "Lion King, Jr.", "Kid's Cabaret", "Secret Garden", and "Mrs. Cratchit's Wild Christmas Binge." In addition, the Brundage Park Playhouse offered three different summer theater camps, and workshops and classes throughout the year.

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

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

| Season or Program | Participants |
|-------------------|--------------|
| Fall | 2,633 |
| Winter | 2,416 |
| Spring | 3,835 |
| Summer | 3,431 |
| Year Round | 3,767 |
| Randolph Park | 12,469 |
| Special Events | 17,734 |
| Senior Activities | 7,825 |
| 2017 Total | 54,110 |

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.

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 16 mile course traversing five parks, the Clyde Potts Reservoir Watershed, and 2,000 acres of pristine open space. The trails link together township schools, neighborhoods and parks, and connect to Patriot's Path at Combs Hollow and Old Brookside roads. Ongoing maintenance includes clearing snow from trail heads, tree removal, leaf blowing in the fall, and repair of gates and trail surfaces.

- Special projects completed in the park system in 2017 included:
- ✓ Heistein Park retaining walls removed and regraded.
 - ✓ Lift installed at VFW to provide ADA access to both levels.
 - ✓ Randolph Park buildings renovated with new siding.
 - ✓ Randolph Park parking lot paved and lines striped.
 - ✓ New floating dock installed at Randolph Park.
 - ✓ Artworks flooring replaced and new carpets installed.
 - ✓ Community Center floors sanded and refinished.
 - ✓ Freedom Park waterline installed to maintenance garage.
 - ✓ Heistein Park 200' of fencing and Field 2A replaced.
 - ✓ Heistein Park pond treated for algae.

Randolph Township completed a Trails Master Plan, and began work on recommendations from the 2016 Parks Master Plan, including design work for the new park development on Calais Road.



October 2018

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

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



September 2018

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

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Community Services

Community Services provides programs and support to senior citizens, disabled adults, and others requiring special assistance. In addition to the food pantry, which is provided at the Community Center and is available Monday through Friday, holiday food distributions are provided in November and December. In 2017, an estimated 100 individuals and/or families in Randolph were provided food or household items from the pantry. Through donations from the community, gifts were provided to over 125 children through the Wish Tree program.

The township's Dial-a-Ride program continued to provide transportation to medical appointments, social events, and shopping centers throughout Morris County. This service is provided by two bus drivers, utilizing a 24 passenger bus and two mini-vans. Our vehicles traveled 23,370 miles, transporting over 100 seniors or permanently disabled residents, for a total of 2,897 trips. Additionally, volunteers delivered 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 website, www.randolphnj.org, includes calendars of events for all programs and activities as well as upcoming registration dates.

Municipal Court

The Randolph Township Municipal Court has jurisdiction over the following matters within 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
- Community Dispute Resolution Committee (mediation)

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

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

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

| Motor Vehicles | | |
|----------------------|-------|-------|
| | 2017 | 2016 |
| Complaints Filed | 5,502 | 4,928 |
| Convictions | 5,479 | 4,521 |
| Dismissals | 630 | 563 |
| Violations Processed | 5,652 | 4,766 |
| Jail Sentences | 7 | 6 |
| License Suspensions | 53 | 57 |

| Criminal | | |
|----------------------|------|------|
| | 2017 | 2016 |
| Complaints Filed | 681 | 588 |
| Convictions | 601 | 485 |
| Dismissals | 94 | 103 |
| Violations Processed | 600 | 540 |
| Jail Sentences | 3 | 2 |
| License Suspension | 0 | 0 |

The year 2017 was another busy one in which the Police Department continued to make significant progress. This progress was seen and realized not only on a departmental level, but also with our local and county stakeholders. The initiatives covered everything from obtaining new equipment, to furthering our training. We have placed an increased emphasis on keeping up with the advances of technology which improves overall efficiency when combined with well-trained officers. In turn, this has further enhanced the services we provide to our residents, and our ability to meet the current demands of police work.

Key areas addressed in 2017 include:

- Obtained re-accreditation through the State Association of Chiefs of Police.
- Increased overall motor vehicle enforcement actions while identifying and addressing problematic streets throughout the township
- Managed overtime costs, which achieved the goal of remaining under budget.
- Obtained a Polaris 6X6 Utility Terrain Vehicle for both patrol and rescue operations on our extensive trail system.
- Obtained a new digital livescan fingerprint machine to aid in the bail reform procedures and requirements that were implemented in January 2017.
- Continued to work closely with both the Randolph Township School District and the County College of Morris to further enhance a safe environment conducive for learning.
- Participated in a school reunification exercise with the County College of Morris and the Randolph Township

- School District. In addition, participated in an active violence training initiative with the County College of Morris.
- Participated in the YMCA Kids Fair, Country Fair, and Trunk or Treat events to help further build our relationship with the community. The department also held its first pizza & movie night for elementary age school children; this proved to be a successful event, with very positive interaction between the participants and the police officers.

In 2018 the department will continue to build upon the existing platform, while also focusing our efforts on maintaining and working toward future re-accreditation. In addition, we will continue our collaborative efforts on both a local and county level, while continuing to evaluate new police technology and equipment for potential implementation.

| Police Department Yearly Comparison | | |
|--|---------|---------|
| | 2017 | 2016 |
| Number of calls for assistance | 40,570 | 39,737 |
| Patrol miles traveled | 304,106 | 277,420 |
| Number of sworn officers | 35 | 36 |
| Motor vehicles summonses | 5,203 | 4,356 |
| Motor vehicle written warnings | 6,286 | 5,211 |
| Criminal Complaints | 158 | 165 |
| Driving under the influence arrests | 42 | 27 |
| Motor vehicles accidents | 1,007 | 969 |
| Juvenile arrests | 12 | 10 |
| All other arrests incl. local ordinances | 250 | 192 |
| Crimes Index UCR | 122 | 148 |

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 35 active volunteers led by Captain Todd Houston and President Steve Jancarek, 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 a local hospital association, Atlantic Ambulance.

In 2017, the squad celebrated 50 years of continuous service to the township. In addition to the events throughout the year, the squad was presented with a proclamation from the township honoring our 50 years of emergency service to the community.

Our volunteers served well over 12,000 hours last year responding to 827 emergency calls, attending training courses, performing administrative functions, and standing by for many of the township's recreational and school sponsored events. The squad offers transport services to local hospitals, and stand-by 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 cardio-pulmonary resuscitation (CPR) 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 the Rescue Squad's website, www.randolphrescue.org and complete the online application. If you have questions, contact the Rescue Squad via email at info@randolphrescue.org.



August 2018

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

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

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



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

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Fire Department

The Randolph Township Fire Department continues to serve the residents with volunteer fire and emergency service as it has for over 85 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 full time Fire Official, Richard C. Briant, and three part-time inspectors. The Fire Official also serves as the Fire Subcode Official for the Construction Department, and Deputy Coordinator for the Office of Emergency Management.

The Fire Department is headed by Chief Anthony Moschella and Deputy Chief Michael Vanadia 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

Fire Department Activities

| | 2017 | 2016 |
|---------------------------|------|------|
| Structure Fire Responses | 4 | 2 |
| Other Type Fire Responses | 32 | 34 |
| Gas Leaks | 21 | 6 |
| Automatic Fire Alarms | 279 | 282 |
| Other Non-Fire responses | 208 | 229 |
| Mutual Aid | 29 | 28 |
| Total Responses | 573 | 581 |

| | 2017 | 2016 |
|--|--------|--------|
| Man-hours – Responses | 4,661 | 4,527 |
| Man-hours – Training, Education, Maintenance | 18,107 | 19,032 |
| Man-hours – Total | 22,768 | 23,559 |

Bureau of Fire Prevention

The Bureau of Fire Prevention is part of the Randolph Township Fire Department, and is responsible for the inspection of all buildings within the township. Inspections are done annually, 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, education programs to the public and to the schools within the township. 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, and additions or alterations to any structures.

Fire Prevention Bureau Activities

| | 2017 | 2016 |
|---|------|------|
| Inspections/Re-Inspections | 1698 | 592 |
| Smoke Detector/CO Alarm/ Fire Extinguisher Inspections | 461 | 466 |
| Incident/Complaint Inspections | 22 | 14 |
| Public Education Programs | 41 | 41 |
| Fire Subcode Inspections (New Construction) | 466 | 426 |

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



Members of the Randolph Township Fire Department participate in training exercises.

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. Traditional public and environmental health activities include, but are not limited to, the enforcement of all state health statutes/regulations and municipal health ordinances. 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, a licensed Health Officer. The Health Officer serves as Ex Officio member to the Randolph Township Board of Health, an advisory board comprised of resident volunteers. This advisory body provides advice to the Randolph Township Council and administration on a wide variety of matters affecting public health and quality of life.

The Health Department

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

The sharing of health services is a practice begun by Randolph many years ago as a strategy to enhance the cost efficiency of the department operation. The strategy has been extremely effective, allowing the department to maintain a high level of service while saving Randolph and participating municipalities hundreds of thousands of dollars through the sharing of costs. Under the terms of inter-local service agreements, the Randolph health department covers a combined population of approximately 60,000 providing local health services to Mine Hill, Rockaway Borough, Roxbury and Randolph.

The health department administers other services for Randolph Township such as animal control, recycling coordination, 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; the township ensures that these units remain in a habitable condition

consistent with Randolph standards. 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 five year cyclical housing inspections.

Animal Control Division conducts activities that are performed by licensed Animal Control Officers in Randolph, Rockaway Borough, Dover, Mendham Township and Mendham Borough.

This division operates the Randolph Regional Animal Shelter located in Mendham. The division maintains the facility on a daily basis, seven days a week. The division is supported by a large group of volunteers whose duties range from cattery maintenance to dog walking and dog sitting.

Animal Control personnel also participate in rabies prevention services, in animal rescue, in providing care for sick and abandoned animals, and in conducting animal cruelty investigations.

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 clinics, 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 2017, the nursing division continued to promote the Adult Vaccine for Children Program. The program offers free vaccines to adults who are uninsured or under insured. The program is well utilized by residents, particularly those who are between medical homes due to changes in employer sponsored health insurance. Vaccines made available to township residents through this program are received free of charge via the NJ Department of Health.

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

Recycling and Solid Waste Division performs oversight to the curbside trash and recycling collection, and recycling center operations. Over the past two years, the town successfully transitioned to single stream recycling and the privatization of the curbside collection service. In 2017, curbside collection was further consolidated under one contract; allowing for all materials to be collected by a single contractor.

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



June 2018

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

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May 2018

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

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Department of Health and Code Enforcement

2017 Annual Report

Public Health Nursing

| | 2017 | 2016 |
|-------------------------|------|------|
| Total Home Visits | 791 | 684 |
| Chem-23 Blood Profile | 39 | 34 |
| Communicable Disease | 159 | 318 |
| Childhood Immunizations | 113 | 255 |
| Adult Immunizations | 594 | 987 |

Curbside Collection (in tons)

| | 2017 | 2016 |
|-----------------------|--------|--------|
| Weekly Garbage | 138 | 182 |
| Bi-Annual Bulk | 385 | 296 |
| Newspaper Recycling | 53 | 71 |
| Other Paper Recycling | 366 | 398 |
| Mixed Recyclables | 2,448* | 2,473* |
| Appliances/Metal | 233 | 272 |

* Curbside single stream tonnage.

Vital Statistics

| | 2017 | 2016 |
|-------------------|------|------|
| Marriage Licenses | 124 | 147 |
| Births Recorded | 186 | 0 |
| Deaths Recorded | 33 | 47 |
| Civil Unions | 0 | 0 |

Inspections

| | 2017 | 2016 |
|-----------------------------|------|------|
| Food/Drink/Vending | 157 | 291 |
| Septic | 205 | 238 |
| Certificate of Habitability | 469 | 536 |

Animal Control

| | 2017 | 2016 |
|--------------------|-------|-------|
| Rabies Vouchers | 462 | 751 |
| Dog Licenses | 2,310 | 2,429 |
| Cat Licenses | 444 | 437 |
| Animals to Shelter | 319 | 303 |
| Adopted Animals | 91 | 112 |
| Returned to owner | 128 | 88 |

The Construction Department (Code Enforcement)

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

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

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

Building Department Activities

| | 2017 | 2016 |
|---------------------------|-------|-------|
| New Residential Const. | 65 | 28 |
| New Commercial Const. | 3 | 5 |
| Alteration Permits | 1,670 | 1,544 |
| Inspections | 6,104 | 4,743 |
| Certificates of Occupancy | 90 | 48 |
| Certificate of Approvals | 1,444 | 1,660 |
| Permits & Updates Issued | 1,734 | 1,762 |



Animal Control Officer Erika Barkman with Precious, a former shelter resident who has since found her forever home.

The Department of Public Works, headed by Director Tom Spring, currently employs 19 full-time employees and four part-time recycling attendants.

This Department consists of the following divisions:

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

Division of Public Roads

The Division of Public Roads maintains approximately 152 miles of roadways, 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 also oversees the snow and ice removal operation, roadside mowing, roadway cleaning, traffic sign maintenance, and coordinates the annual roadway striping and overlay programs.

Division of Recycling

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

| Comparison of Seasonal Services Provided | | |
|--|--------|--------|
| Program | 2017 | 2016 |
| Spring Brush Collection (cubic yards) | 3,544 | 4,430 |
| Fall Leaf Collection (cubic yards) | 19,435 | 17,400 |
| Road Overlay Program (miles) | 5.60 | 8.26 |



Contractor preparing a township road for reconstruction.

Division of Fleet Maintenance

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

Major departmental projects and accomplishments during 2017:

- The overlay program of municipal roads entails upgrading and repairing over 160 catch basins to comply with environmental mandates regarding storm water systems and to be structurally sound. The department milled and repaved 5.60 miles of the municipal road system.
- Two significant projects were the installation of underground drainage on both Meadowbrook Road and Brookside Road. The installation will prevent ground water from surfacing and pooling, thereby eliminating the possibility of mosquito breeding during the summer and ice forming during the winter.
- In compliance with storm water regulations, the basin located on the corner of Judy Resnick Drive and Morris Turnpike was restored. The project included the removal of all overgrown brush and trees within the basin, and the re-establishment of the flow channel. Basins on Doby Road, Combs Hollow Road, and Brookside Road were also cleared of brush and overgrowth. These basins will now be maintained annually.
- The Curbside Leaf Collection Policy was amended to allow both residents and private contractors to place leaves at the curb. This change increased the volume of leaves collected, and the amount transported by our contractor to the certified leaf recycling facility.
- As part of the regulatory sign replacement required by the State of New Jersey, the department completed the fourth and final stage of the sign replacement in the township. The new regulatory signs are equipped with the highest available reflectivity designed to increase visibility at night and in low light conditions. This will improve the safety for the motoring public for years to come.



Curbside collection of leaves by Public Works crews.



April 2018

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

Township Council
7:00 p.m.
Municipal Offices
Late Night

Library Board
of Trustees
7:00 p.m. **
Board of Adjustment
7:30 p.m.
Recreation
Advisory Committee
7:30 p.m. *

Township Council
7:00 p.m.

Board of Adjustment
7:30 p.m.

Trails Advisory Committee
7:00 p.m. *

Township Council
7:00 p.m.

Board of Adjustment
7:30 p.m.

Municipal Alliance
Committee
9:00 a.m.

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

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Division of Engineering/Water & Sewer

Division of Engineering

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

The Division of Engineering supervises and coordinates personnel, operations, and all improvement projects within the Water and Sewer Department. 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

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

SANITARY SEWER SYSTEM

- 80 miles of sanitary sewer lines and force mains
- 9 sanitary sewer pumping stations
- 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 2017 accomplishments:

- Performed contract management and inspection for Knights Bridge Sewer Pump Station renovation.
- Performed project design, management, and inspection of new water line installations for Woodlawn Terrace and Shuman Road.
- Performed project design, management, and inspection for Everdale Road Phase II retaining wall project.
- Design, management and Inspection of Deer Run Drive water system pressure regulating valve.
- Performed leak detection audit on entire water distribution system.
- Prepared bid specifications, and NJDEP permitting for Butterworth Phase III sewer project.
- Water & Sewer Department staff assisted in the construction of operations building.



Water & Sewer Department crew works with contractor on an emergency repair to a water system pressure regulating valve on Deer Run Drive.

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

| Zoning Enforcement | 2017 | 2016 |
|--------------------|------|------|
| Application Review | 545 | 532 |
| Approvals | 541 | 495 |
| Denials | 4 | 37 |
| Summonses Issued | 5 | 9 |
| Number of Cases | 0 | 9 |



Kensington Square residential housing development under construction on Brookside Road.

Planning Board

The Planning Board hears development applications that are typically in compliance with the zoning regulations. Plans for the upcoming year include referrals of ordinance and zoning map changes from the Township Council as recommended in the recently completed Mount Freedom Planning Study Update.

| Planning Board | 2017 | 2016 |
|------------------------|--------|--------|
| Applications Heard: | 12 | 9 |
| Approved | 2017 | 2016 |
| Site Plans | 7 | 7 |
| Sq. Ft. Nonresidential | 60,169 | 14,920 |
| Variances | 4 | 5 |
| Subdivisions | 0 | 2 |
| # Lots | 0 | 1 |

Board of Adjustment

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

| Board of Adjustment | 2017 | 2016 |
|---------------------|------|------|
| Applications Heard: | 16 | 14 |
| Approved | 2017 | 2016 |
| Site Plans | 6 | 1 |
| Variances | 26 | 13 |
| Subdivisions | 1 | 0 |
| # Lots | 1 | 0 |



The recently completed Dickerson medical building at the intersection of Route 10 and Dover Chester Road.

Library

The Randolph Township Free Public Library maintained its high level of service to the residents of Randolph. The library provided services including access to materials in a variety of formats, adult and children's library and community programming, and access to computer and other technology resources.

Below are selected highlights from 2017:

- Program attendance increased by approximately 269 participants. Programs offered included concerts, films, lectures, children's events, and live performances.
- Collection includes books, eBooks, CDs, DVDs, Blu-Rays, audiobooks in a variety of formats, magazines, and CD-ROMs.
- Free eBooks, magazines, and audiobooks are available for downloading through **3M** and **Zinio**.
- Free music downloads are offered through **Freemgal**.
- Story times for babies, toddlers, preschoolers, and elementary school children.
- Book clubs for children and adults.
- Twenty-six computing stations available with cable connectivity as well as wireless Internet access.
- Eight word processing stations, color printing and copying, and an easy-to-use scanner that scans to flash drive or email.
- One Google ChromeBox station for students whose schools require such to access school materials.
- Five multi-game computers for children.
- Teen area that includes lounge and bistro seating, drafting table, four computers with widescreen monitors, books, rock, pop, rap, soundtrack CDs, PG-13 DVDs, and magazines to borrow.
- Expanded graphic novel and manga collection.
- 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.
- A Museum Pass Program that lends out passes to certain museums.
- A **Waterwall Gallery** that exhibits the art of local artists.

| Library Statistics – 2017 | |
|---------------------------|---------|
| Circulation | 266,180 |
| Items owned | 118,242 |
| Program attendance | 13,919 |
| Visits | 103,475 |

| Library Operating Budget | | | |
|--------------------------|-------------|---------------------|-----------|
| Income | \$ | Expenses | \$ |
| Township | 987,993 | Salaries | 637,964 |
| State Aid | 11,169 | Materials | 138,145 |
| Contributions | 6,012 | Other operating | 137,665 |
| Fines | 17,626 | Capital improvement | 4,331 |
| Other | 87,216 | Programs | 34,523 |
| Total | \$1,110,016 | Total | \$952,628 |



Book display for the holidays.



Children having fun in the Children's Library.