

**TOWNSHIP OF BYRAM
REORGANIZATION TOWNSHIP COUNCIL MEETING
JANUARY 7, 2025
REORGANIZATION MEETING 7:30 P.M.**

CALL MEETING TO ORDER –Mayor Alexander Rubenstein called the meeting to order.

OPEN PUBLIC MEETING STATEMENT

This meeting is called pursuant to the provisions of the Open Public Meetings Law. Both adequate and electronic notice of the meeting has been provided, specifying the time, place. In addition, a copy of this notice is available to the public and is on file in the office of the Municipal Clerk, posted on the main door, the bulletin board of the Municipal Building, on the Township website at: https://www.byramtwp.org/index.php/town_hall/township_council, and has been forwarded to those persons requesting notice.

ROLL CALL OF THE TOWNSHIP COUNCIL – Councilwoman Franco, here; Councilman Gallagher, here; Councilman Proctor, here; Councilman Roseff, here; Mayor Rubenstein, here. Also present was Township Manager Joe Sabatini, Attorney Tom Collins and Municipal Clerk Cynthia Church.

FLAG SALUTE

INVOCATION by Russel Raffay

APPROVAL OF AGENDA – Motion by Councilwoman Franco, second by Councilman Proctor, to approve the agenda and pull Resolution No. 010-2025 for discussion, and to post pone the swearing in of Fire Department Officers to the January 21st meeting. All in favor. Motion carried.

NOMINATION AND SELECTION OF DEPUTY MAYOR - Motion by Councilman Gallagher, second by Councilman Proctor to nominate Councilwoman Cris Franco as Deputy Mayor. All in favor. Motion carried.

TOWNSHIP COUNCIL APPOINTMENTS

TOWNSHIP ATTORNEY –Thomas F. Collins, Jr. of Vogel, Chait, Collins and Schneider

LABOR ATTORNEY & CONFLICT ATTORNEY – Arthur R. Thibault Jr.

BOND COUNSEL - Robert H. Beinfield of Hawkins Delafield & Wood LLP.

TOWNSHIP ENGINEER –Cory Stoner of Harold Pellow & Associates.

TOWNSHIP SEWER ENGINEER - Steve Donati of CP Engineers, LLP

TOWNSHIP AUDITOR – Raymond Sarinelli of Nisivoccia, LLP.

TOWNSHIP PLANNER - Daniel Bloch of Colliers Engineering & Design

Motion by Councilwoman Franco, seconded by Councilman Proctor, to appoint the professionals listed above for each for a 1-year term.

This year the Township appointed a new Township Planer as the previous planer Paul Gleitz has stepped down for person reasons as the Township Planner. He is be appointed as Conflict Planner.

PLANNING BOARD

Motion by Councilwoman Franco, seconded by Councilman Gallagher, to appoint Richard Proctor as Class III member to a 1-year term. All in favor. Motion carried.

Motion by Councilwoman Franco, seconded by Councilman Proctor, to appoint Marie Raffay as a Class IV member to a 4-year term. All in favor. Motion carried.

Motion by Councilwoman Franco, seconded by Councilman Proctor, to appoint Jeanine Colligan, Alternate I member to a 2-year term. All in favor. Motion carried. All in favor. Motion carried.

BOARD OF HEALTH –

Motion by Councilman Gallagher, second by Councilman Proctor to appoint Roxanne Sabatini to 4-year terms. All in favor. Motion Carried.

OPEN SPACE COMMITEE – Motion by Councilwoman Franco, second by Councilman Proctor to appoint Eric Duch and Alex Rubenstein to a 3-year term. All in favor. Motion carried.

911 COORDINATOR

Motion by Councilwoman Franco, second by Councilman Proctor to appoint Lieutenant Daniel Dewald as 911 Coordinator for a 1-year term. All in favor. Motion carried.

RECREATION COMMITTEE

Motion by Councilwoman Franco, second by Councilman Proctor to appoint Kelly Eller for 3-year term. All in favor. Motion carried.

POLICE CHAPLAIN

Motion by Councilwoman Franco, second by Councilman Proctor to appoint Luis Rodriguez for a 1-year term. All in favor. Motion carried.

SUSSEX COUNTY SOLID WASTE ADVISORY BOARD – Motion by Councilwoman Franco, second by Councilman Proctor to appoint Michael Busniak to a 1-year term

MUSCONETCONG RIVER MANAGEMENT COUNCIL Motion by Councilwoman Franco, second by Councilman Proctor to appoint Peter Dlugos (Primary) & Randy Gutwin (Alternate) to a 1-year term.

WATER QUALITY MANAGEMENT PLAN POLICY ADVISOR COMMITTEE (PAC) Motion by Councilwoman Franco, second by Councilman Proctor to appoint Roxanne Sabatini to a 1-year term

COUNCIL LIAISONS

- Recreation Committee – Councilwoman Franco
- Environmental Commission – Councilman Roseff
- Board of Health – Councilwoman Franco
- Byram Historical Society – Councilman Roseff
- Lenape Valley BOE – Councilman Roseff
- Byram BOE – Councilman Gallagher

MAYORAL APPOINTMENTS

- **CLASS II PLANNING BOARD MEMBER** – Annelise DeMagistris - 1-year term
- **ENVIRONMENTAL COMMISSION** – Christine Aboulhosn, Eric Duch - 3 year term

TOWNSHIP MANAGER'S APPOINTMENT

- Land Subdivision Search Officer – Planning Board Secretary, Caitlin Phillips
- Tax Search Officer – Michele McElroy
- Special Law Enforcement Officer – Class II – Philip Crosson, Robert Tierney & Robert Schellhammer

ACCEPTANCE OF BOARD MEMBER RESIGNATIONS AND RECOGNITION OF BOARD/COMMITTEE MEMBERS NO LONGER SERVING – Mayor Rubenstein expressed his gratitude and thanked the following people for their service:

Andrew McElroy (BOH), Brian Lauridsen (Trails Committee)

Mayor Rubenstein thanked the residents for volunteering and asked the Township Clerk to send a letter of thanks on the Council’s behalf.

APPROVAL OF MINUTES

- December 17, 2024 Regular & Closed Session Minutes – Motion by Councilwoman Franco, seconded by Councilman Proctor to approve the minutes.

	Councilwoman Franco	Councilman Gallagher	Councilman Proctor	Councilman Roseff	Mayor Rubenstein
Motion	x				
2nd			x		
Yes	x	x	x	x	x
No					
Abstain					
Absent					

PROCLAMATION – Radon Action Month – January – Mayor Rubenstein read the proclamation and asked for a motion to authorize the mayor to sign it. Motion by Councilwoman Franco, second by Councilman Proctor to sign the proclamation. All members in favor. Motion carried.

TOWNSHIP MANAGER, MAYOR, AND COUNCIL REPORTS

Township Manager –

Manager’s 2025 Message – ANNUAL REPORT MESSAGE - Reflection on 2024

As we entered the new year and begin to embark on our goals and objectives for 2025, I would like to take a few moments and reflect on 2024.

In 2024, our team worked collaboratively to focus their efforts on the common goal of ensuring the efficient and effective operation of government while remaining ever cognizant of the fiscal restraints impacting all New Jersey communities.

I am extremely proud of the Byram Township staff for continuing to deliver the high level of services that our residents have come to expect. Our team continues to go above and beyond to ensure that the needs of our residents are met.

In addition, I would like to thank the Township's many volunteers (Fire, EMS, many Township Committees) and our residents for continuing to remain flexible and exhibiting patience and understanding as we continue to adapt to the ever-changing economic challenges that we confront as we continue to work toward enhancing the quality of life in Byram Township, making our 'Township of Lakes' a wonderful place in which to live, work and visit.

I am very pleased to announce the following 2024 accomplishments:

Extend multiple Shared Service Agreements:

- *Agreement with the County of Sussex for municipal participation in the provision of E-911 emergency communications system management*
- *Agreement with Sparta for fire prevention services from January 1, 2025, through December 31, 2026.*
- *Extended Lease Agreement to support the Waterloo United Methodist Church (W.U.M.C.) Neighborhood Pantry (2025)*

Received many Grants totaling over \$763,000 which included:

- *Green Acres Grant for C.O. Johnson completely Inclusive Playground - \$464,120.00*
- *NJ Dept. of Community Affairs Local Recreation Improvement Grant – Municipal Tennis Court Improvements - \$65,000.00*
- *NJDOT Grant for Roseville Rd. in the amount of \$181,236.00*

Capital Improvement Projects:

- *Various street improvements to include: Stonehedge Lane, Manor Drive, Mayfair Lane, Bridget Lane, Sandra Lane, Catalina Drive, Camelot Drive*
- *Renovation of the Municipal Tennis courts*
- *In December started the installation of the new completely inclusive playground at C.O. Johnson Park with goal of opening in Spring 2025.*
- *Authorized contract for renovation of field 8 at C.O. Johnson Park expect work to start February.*

Other Key Accomplishments:

- *Worked with Princeton Hydro to complete the Watershed/Lake Management Plan that was adopted by the Council in December 2024.*
- *As a result of Byram Township being selected for Congressional Direct Funding, Fox and Associates Architects began planning for the rehabilitation of the main portion of the municipal building to become a new, updated and compliant police department.*

Recognition of Retirements:

- *Kenneth Burke – 30 years of service with Byram Township – Chief of Police*
- *Vicky Proskey – 8 years of service with Byram Township – Board of Health Secretary*
- *Todd Rudloff stepped down as Fire Chief after 8 years of service*

Recognition of New Hires:

- *Daniel Meorado – Police Officer*
- *Gavin Thomson – Full time Department of Public Works Laborer*
- *Elaine Evers – Part time Assistant to the Tax Assessor, DPW and Environmental Commission Secretary*
- *Joanie Gerbasio – Board of Health Secretary*
- *Larry Allen - part time Plumbing Subcode*
- *Dennis Dondero – Part time electrical Sub-Code Official*

The Township's Annual report will be posted to the Township's website in February. Please take the time to review the information contained within the annual report to learn more about the accomplishments of 2024.

Public meetings for the Township Council and Committees are listed on the Township website and we encourage your participation throughout the year. Residents are also able to participate in Council Meetings by Zoom.

Please check out the Township's website and Facebook Pages to stay informed of events and activities. The Township Newsletters are accessed from the Quick Links section of the website.

In conclusion, I would like to again thank all of the Byram Township staff and volunteers for a very successful 2024 and look forward to 2025.

Budget Workshop is scheduled for Tuesday, January 21 - night of regular scheduled meeting with a 6:30 start.

DRAFT 2025 budget memo with supporting details has been posted to the Township's website.

Updated preliminary view of the 2025 budget this past Friday (12/13)

Mayor Rubenstein –attended a meeting with the Sussex County Board of Taxation requesting an extension of the Township reassessment. The extension was granted and has until 2026 to be effective for 2027. Attended the Township Holiday Party and officiated many weddings. Had a meeting with Elizabeth Town Gas on January 3rd regarding the extension policy and how it affects the Forest Lakes and surrounding area under current construction. Cranberry Lake is now on hold as it does not fit into their financial model. There is a CAG meeting January 15th at 10 Mansfield Drive.

Councilwoman Franco –

Recreation is busy planning for Spring 2025, here are some highlights:

- *Mini Movers Dance- ages 2.5-5 Tuesdays 4:30-5:30 pm*
- *Beginner Country Line Dancing, Wednesdays 12:30 pm*
- *Golf Lessons, April 17th -May 22nd*

- Tennis Lessons, April 23rd -May 17th- (2 sign ups already)
- Pickleball Lessons, April 22nd- May 17th
- Basketball Skills/drills, April 26th-May 17th

Recreation is planning 2 Broadway show trips:

- April 13th - Aladdin
- May 4th - Lion King

The 2025 Ski Club begins January 8th and goes for 5 Wednesdays to Mountain Creek- they have 34 skiers and snowboarders signed up this is 6 more than 2024.

NJ Devils Tickets for the January 14th game are still available for \$64 each

Chef it Up classes are beginning for the 3rd session- January 16th – February 13th

The annual coat drive is January 26th from 11am to 1pm at the Byram Pet Supplies Plus.

Polar Plunge will be February 16th at 10 a.m. at Lake Lackawanna Beach- 6 people have already registered for this event on Community Pass.

There are 14 signs up for our trip to the Philadelphia Flower Show on March 3rd.

A series of plant workshops are set for 2025:

- March 12th at 1pm or March 13th at 7pm – Succulent Terrariums \$40
- June 11th at 1pm or June 12th at 7pm- Summer Themed Air Plant \$40
- September 10th at 1pm or September 11th at 7pm- Harvest Plants- \$45
- December 10th at 1pm or December 11th at 7pm- Holiday Plants- \$40

Councilman Gallagher – Byram Board of Education Meeting has been postponed to January 15th.

Councilman Proctor – Thanked the voters for their confidence in him over the last year. Has been appointed as a class 3 member of the Planning Board.

Councilman Roseff – Mayor did an excellent job in presenting the case for the extension to the Board of Taxation.

PUBLIC PARTICIPATION I – Motion by Councilwoman Franco second by Councilman Proctor to open to the public. All members were in favor. Motion Carried.

No Comments

Motion by Councilwoman Franco, second by Councilman Proctor to close to the public. All members were in favor. Motion carried.

CONSENT AGENDA – All are considered to be routine by the Members of the Township Council and will be enacted on by one motion. There will be no separate discussion of these items unless a citizen or Council member so requests in which event the item may be removed from the general order of business and considered in its normal sequence on the agenda. Motion by Councilwoman Franco, second by Councilman Proctor to approve the consent agenda as presented.

- A. Resolution No. 001-2025 – Resolution to Provide Temporary Budget Appropriations until the Adoption of the 2025 Current Fund Budget
- B. Resolution No. 002-2025 – Resolution to Provide Temporary Budget Appropriations until the Adoption of the 2025 Sewer Utility Budget
- C. Resolution No. 003-2025 – Custodian of Funds / Signatories
- D. Resolution No. 004-2025 – Resolution Adopting the 2025 Cash Management Plan
- E. Resolution No. 005-2025 – Resolution Authorizing the Chief Financial Officer to Maintain a Petty Cash Fund in the Amount of \$150.00
- F. Resolution No. 006-2025 – Resolution Authorizing Contracts with Certain Approved State Contract Vendors for Contracting Units Pursuant to N.J.S.A. 40A:11-12 and N.J.A.C. 5:34-7-29
- G. Resolution No. 007-2025 – Resolution of the Township of Byram, County of Sussex, State of New Jersey “Establish the Rate of Interest to be Charged for Non-Payment of Taxes on or Before the Due Date”
- H. Resolution No. 008-2025 – Resolution of the Township of Byram, County of Sussex, State of New Jersey “Cancellation of Small Tax Balances”
- I. Resolution No. 009-2025 – Resolution Designating Official Newspapers
- J. ~~Resolution No. 010-2025 – Annual Notice of the Calendar Dates of the Scheduled Meetings of the Byram Township Council from 01/01/2025-12/31/2025 and the Beginning of 2026~~
- K. Resolution No. 011-2025 – Resolution Authorizing Compliance with the United States Equal Employment Opportunity Commissions “Enforcement Guidance on the Consideration of Arrest and Conviction Records” in Employment Decisions under the Title VII of the Civil Rights Act of 1964
- L. Resolution No. 012-2025 – Resolution Authorizing Annual Appointment of a Public Agency Compliance Officer (PACO) for the Township of Byram, Sussex County, New Jersey
- M. Resolution No. 013-2025 – Resolution Appointing Tax Assessor and Municipal Attorney to Represent the Township of Byram before the County Board of Taxation for Calendar Year 2025
- N. Resolution No. 014-2025 – Authorizing Appointment of Legal Counsel and Award of Professional Service Contract in Connection Therewith

- O. Resolution No. 015-2025 – Authorizing Appointment of the Township Labor Counsel and Award of Professional Service Contract in Connection Therewith
- P. Resolution No. 016-2025 – Authorizing Appointment of the Township Engineer and Award of Professional Service Contract in Connection Therewith
- Q. Resolution No. 017-2025 – Authorizing Appointment of the Sewer Consulting Engineer and Award of Professional Service Contract in Connection Therewith
- R. Resolution No. 018-2025 – Authorizing Appointment of Bond Counsel and Award of Professional Service Contract in Connection Therewith
- S. Resolution No. 019-2025 – Authorizing Appointment of Township Planner and Award of Professional Service Contract in Connection Therewith
- T. Resolution No. 020-2025 – Authorizing Appointment of the Township Auditor and Award of Professional Service Contract in Connection Therewith
- U. Resolution No. 021-2025 –Resolution Authorizing the Execution of the 2025 Agreement by and Between Byram Township and Phoenix Advisors, LLC Covering Continuing Disclosure Agent Services and Appointment as Independent Registered municipal Advisor “of Record”
- V. Resolution No. 022-2025 – Resolution Authorizing Gracie & Harrigan Consulting Foresters, Inc., to Provide Various Forest Stewardship Services for the 2025 Season
- W. Resolution No. 023-2025 – Appointment of Darren Raymond for Appraisal Services Relating to the State Tax Court Residential Appeals
- X. Resolution No. 024-2025 – Appointment of Scott J. Holzhauer for Appraisal Services Relating to the State Tax Court Commercial Appeals
- Y. Resolution No. 025-2025 – Resolution Authorizing the Execution of Documents Associated with the Payroll Contract with R&L Data Centers
- Z. Resolution No. 026-2025 – Authorizing Appointment of Linda L. Maxwell of Insurance Administrator of America Inc. as Third-Party Administrator for Matters Related to Retiree Health Insurance Reimbursement
- AA. Resolution No. 027-2025 - Authorizing Appointment of The Township Architect and Award of Professional Service Contract in Connection Therewith
- BB. Resolution No. 028-2025 – Resolution of the Township of Byram Ratifying and Authorizing the Award of a Contract for Professional Services to French & Parrello Associates
- CC. Resolution No. 029-2025 – Award of a Professional Services Contract to Steven Weinberg of Community Action Services to Administer Byram Township’s Housing Rehabilitation Program
- DD. Resolution No. 030-2025 – Authorizing Appointment of the Township Special Prosecutor and Award of Professional Service Contract in Connection Therewith
- EE. Resolution No. 031-2025 – Authorizing Appointment of Consulting Township Planner and Award a Professional Service Contract in Connection Therewith
- FF. Resolution No. 032-2025 – Resolution for Removal of Deer Carcass from Byram Township Municipal Roadways
- GG. Resolution No. 033-2025 – A Resolution Authorizing the Employment and Contract for Professional Service to Stuart B. Klepesch, Esq. to Represent the Municipality in Foreclosure of Tax Sale Certificates Pursuant to the Tax Sale Law, Title 54 and Toher Related Services Associated Therein
- HH. Resolution No. 034-2025 – Adopting the Byram Township Employee Handbook – Version 7.0
- II. Resolution No. 035-2025 – Establishing Salaries for Non-Union Employees for Calendar Year 2025

	Councilwoman Franco	Councilman Gallagher	Councilman Proctor	Councilman Roseff	Mayor Rubenstein
Motion	x				
2nd			x		
Yes	x	x	x	x	x
No					
Abstain					
Absent					

Resolution No. 010-2025 – Annual Notice of the Calendar Dates of the Scheduled Meetings of the Byram Township Council from 01/01/2025-12/31/2025 and the Beginning of 2026

Changing a date from June 4th to June 3rd

	Councilwoman Franco	Councilman Gallagher	Councilman Proctor	Councilman Roseff	Mayor Rubenstein
Motion	x				
2nd			x		
Yes	x	x	x	x	x
No					
Abstain					
Absent					

BILL LIST – January 7, 2025 – Motion by Councilwoman Franco, second by Councilman Gallagher to approve the bill list as presented.

	Councilwoman Franco	Councilman Gallagher	Councilman Proctor	Councilman Roseff	Mayor Rubenstein
Motion	x				
2nd		x			
Yes	x	x	x	x	x
No					
Abstain					

Absent					
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DISCUSSION ITEM
 No discussion items.

PUBLIC PARTICIPATION II – Motion by Councilwoman Franco, second by Councilman Gallagher to open to the public. All members were in favor. Motion Carried.

Russ Raffay – Thanked all the employees and council members for their dedicated services to the Township.

Motion by Councilwoman Franco, second by Councilman Proctor to close to the public. All members were in favor. Motion carried.

RESOLUTION FOR EXECUTIVE SESSION – Motion by Councilwoman Franco, second by Councilman Proctor, to go into executive session and adopt the below resolution.

RESOLUTION

WHEREAS, the Open Public Meetings Act, P. L. 1975, Chapter 231 permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist.

- a. Attorney Client Privilege Communication
 - General
 - Affordable Housing
- b. Personnel

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Township of Byram, that the public shall be excluded from discussion of the following matters:

BE IT FURTHER RESOLVED that Minutes will be kept on file in the Municipal Clerk’s office, and once the matter involving the confidentiality of the above no longer requires that confidentiality, then the minutes shall be made public.

BYRAM TOWNSHIP COUNCIL

Certification: I certify that the Byram Township Council adopted the above resolution on January 7, 2025.

Cynthia Church, Municipal Clerk

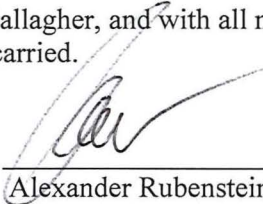
	Councilwoman Franco	Councilman Gallagher	Councilman Proctor	Councilman Roseff	Mayor Rubenstein
Motion	✓				
2nd			✓		
Yes	✓	✓	✓	✓	✓
No					
Abstain					
Absent					

RETURN TO OPEN SESSION - Motion by Councilwoman Franco, second by Councilman Proctor to return to open session at 10:19 p.m. All members were in favor. Motion Carried.

ADJOURNMENT

On the motion of Councilwoman Franco, second by Councilman Gallagher, and with all members in favor, the meeting was adjourned at 10:19 p.m. All members were in favor. Motion carried.


 Cynthia Church, RMC
 Township Clerk


 Alexander Rubenstein, Mayor