



Township of West Milford  
Office of the Administrator/Clerk  
Interoffice Memorandum

To: Honorable Mayor and Township Council  
From: Antoinette Battaglia, Township Administrator/Clerk  
Date: December 21, 2016  
Subject: 2016 Year in Review

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Ladies and Gentlemen:

As we close out the calendar year, I would like to take a few moments to mention some of the accomplishments made in 2016.

2016

- I thank you again for my appointment as Township Administrator in 2016. It has been an honor and privilege to work with you and for you during the past year. Most specifically, on a personal note, I would like to thank you for your caring and support while I deal with some unanticipated health issues. Each of you has been incredibly supportive with my altered schedule and absences. Nonetheless, you have inspired me to strive for a level of excellence you demand on behalf of your constituents and that is motivation indeed. Your staff, especially the department and division heads you engaged, have embraced the directive you gave at the beginning of this year that we work to change the culture at town hall. I hope you have witnessed these subtle changes and we continue to strive to provide quality services with improved customer service, efficient operations and increased savings for West Milford residents.
- The Governing Body has made significant changes to various departments in 2016:
  - Nichole Hanrahan joined the Clerk's office on February 1, 2016.
  - Ed Steines was appointed as Director of DPW on April 6, 2016.
  - Michael Hodges was appointed as Health Officer on May 18, 2016 and began working for the Township in July 2016.
  - Julie Zeltner was appointed as Acting Treasurer/CFO on May 18, 2016.
    - Each of these appointees has embraced his or her new position and made positive contributions to the Township.
  - Ellen Mageean was appointed as the Director of Finance and Acting Treasurer/CFO on December 7, 2016 and will begin working for the Township on January 3, 2017.

- We are all eager to welcome Ellen to the municipality and we are confident she will prove to be an asset.
- In 2016, the Governing Body approved the dedication of \$358,398.61 of local open space funds and \$148,867.50 from former recreational capital ordinances to complement \$161,733.89 in grants from 2011, 2014 and 2015 to fully fund a state-of-the-art recreational facility at Nosenzo Pond Park. Approvals are pending from the DEP for this project and it is anticipated that said approvals will be forthcoming in the very near future. As soon as those approvals come in, the specifications will be drafted and this project will go out to bid and hopefully be completed in 2017.
- Improvements at Westbrook Park, with Passaic County funding, are almost complete. These improvements include ADA accessibility to the main level of the teen center, filling in the swimming pool, improved lighting on the exterior at the facility, resurfacing of the basketball court and the installation of new baskets and new court liners.
- In 2016 the Governing Body approved the following grant applications:
  - A \$6,000 CDBG grant for the Recreation Center. We just learned that we have been approved for this grant.
  - The SAMHSA (Drug Free Communities) Grant which, had the application been successful, would have resulted in receiving \$125,000 each year for 5 years to combat substance abuse. While this application was not successful in 2016, the Governing Body has committed to pursuing this again in 2017 and is contemplating changes to the CASA committee to accomplish this goal.
  - The annual ROID (Recreational Opportunities for Individuals with Disabilities) Grant in the amount of \$20,000 with a \$4,000 local match.
  - The Governing Body also approved the submittal and acceptance of a \$14,000 emergency management grant. The Township will receive \$7,000 from the Homeland Security Grant Program and the Township's match is \$7,000.
  - A Federal OEM Grant in the amount of \$9,400 with a \$9,400 local match.
  - The annual Drive Sober or Get Pulled Over Grant in the amount of \$5,000.
  - The Governing Body also supported grant applications for the Friends of Wallisch and HEAT.
- In 2016 the Governing Body continued to work with the Library Board to effectuate the construction of a new library with municipal use for general community services. To that end, the Governing Body established a subcommittee of its members and monitored the progress of the construction project. At this writing, the building is substantially completed and it is anticipated that it will be occupied in early 2017.
- The 2016 Governing Body supported and approved gypsy moth spraying in approved areas in the municipality.
- The Governing Body engaged the services of Robert Casey, a budget consultant, to oversee the 2016 budget process and an unprecedented comprehensive debt management plan was prepared and presented to the Governing Body.
- The Township continued to fund a road assessment program in 2016. Staff was directed to identify roads that would qualify for a voluntary road improvement project. To date, residents on Goldfinch, Fieldstone, Fountain, Inwood, Martha and Wood were offered the opportunity to participate and declined. A majority of property owners on Harrison, Jefferson, Walnut and Paul voted to have their roads paved to Township standards as part

of the road assessment program. An ordinance accepting these roads will be presented to the Governing Body in January to begin the process of paving these roads.

- The Governing Body approved an Orange & Rockland storm hardening project which has the ability to connect the municipal complex to the nearest main station. In emergencies, O&R will be able to effectuate that connection. At this time, the new library has been connected and staff is preparing the specifications for electrical contractors to connect town hall. This should happen in the Spring of 2017.
- In June 2016, the MUA experienced major water problems in Crescent Park. The Governing Body instructed the Administration to provide assistance with communicating with residents and providing bottled water through our OEM.
- The Governing Body advocated for and actively supported the installation of a drug drop box in the police department.
- After years of delay, the Governing Body was adamant that progress would be made on various remediation projects at township facilities. As of this writing, the museum has received a “no further action” notice from the DEP and we are no longer being fined for that facility. The contamination at town hall has been substantially remediated but further work is necessary in 2017 to complete the project. The septic system at the DPW facility was just installed last week and we are awaiting word from the DEP to close that remediation project.
- Staff in the engineering department, of their own volition and on their own time, created new town maps in 2016 which were well received by the public. Further modifications are necessary and will be added as time allows.
- The septic system at town hall failed earlier this year. We were able to effectuate the replacement of the system through the use of DPW personnel.
- Staff from CS&R moved from Hillcrest to the new Recreation Center in 2016. The staff who oversee the senior and PRIDE programs will be relocated there at the end of June when the programs will begin operating from the Recreation Center.
- After many years reporting local news, the township said “goodbye” to the AIM Action News.
- The 2016 Governing Body approved a public display of support for local law enforcement by approving a “blue line” in the area around town hall.
- To create efficiencies in municipal buildings, the Governing Body approved a PSE&G Energy Audit.
- The 2016 Governing Body considered sixteen ordinances and four hundred and one (401) resolutions this year.

*Antoinette*

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