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# Byram Township 2017 Annual Report

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Compiled by Victoria Proskey

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## BYRAM TOWNSHIP OFFICES

### HOURS OF OPERATION

#### **Township Offices:**

Monday – Friday, 8:30 a.m. – 4:30 p.m.

#### **Construction Office:**

Monday, Tuesday, Wednesday, Friday

8:00 a.m. – 3:00 p.m.

Closed: Thursday

#### **Finance/Tax Office:**

Monday – Friday, 8:30 a.m. – 3:30 p.m.

#### **Recycling Center:**

Monday-Saturday, 7:30 a.m. – 3:00 p.m.

#### **Township Website:**

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

#### **General Office Numbers:**

973-347-2500

Fax 973-347-0502

#### **POLICE DEPARTMENT**

Emergencies: Dial 911

Non-emergencies: 973-347-4008

#### **CHIEF OF POLICE**

Peter Zabita

973-347-2500 Ext. 141

#### **TOWNSHIP MANAGER**

Joseph Sabatini

973-347-2500 Ext. 129

#### **TOWNSHIP CLERK / DEPUTY MANAGER**

Doris Flynn

973-347-2500 Ext. 127

#### **DEPUTY CLERK / DEPUTY REGISTRAR**

Cindy Church

973-347-2500 Ext. 161

#### **SUPERINTENDENT OF PUBLIC WORKS**

Mike Orgera

973-347-2500 Ext. 137

#### **ENVIRONMENTAL / RECYCLING**

Donna Fett

973-347-2500 Ext. 138

#### **BOARD OF HEALTH / DOG LICENSING**

Vicky Proskey

973-347-2500 Ext. 125

#### **CONSTRUCTION OFFICIAL**

Tom Pinand

973-347-2500 Ext. 124

#### **ZONING OFFICER**

Tom Dixon

973-347-2500 Ext. 131

#### **PLANNING & DEVELOPMENT**

Cheryl White

973-347-2500 Ext. 132

#### **PARKS & RECREATION**

973-347-2500 Ext. 160

#### **CHIEF FINANCIAL OFFICER**

Ashleigh Frueholz

973-347-2500 Ext. 134

#### **TAX ASSESSOR**

Penny Holenstein

973-347-2500 Ext. 139

#### **TAX COLLECTOR**

Ashleigh Frueholz

973-347-2500 Ext.130

### **TOWNSHIP COUNCIL**

Mayor Alex Rubenstein, Scott Olson, David Gray, Nisha Kash, Harvey Roseff

## A Message from Township Manager Joseph Sabatini

It is my pleasure to present the Byram Township Annual Report for 2017. Under State Statute, the Manager provides a yearly report on the Township's activities for the benefit of the public and the Township Council.

Byram is served by full-time and part-time employees in eight departments and by numerous volunteers in the Byram Township Fire Department and Lakeland Emergency Squad and on our boards, commissions, and committees. The work of these volunteers, combined with the efforts of our elected leaders and staff, add to the quality of life in the Township, making our 'Township of Lakes' a wonderful place in which to live, work and to visit.

### 2017 ACCOMPLISHMENTS

- Grand opening of Tamarack Park in June.
- Extended a shared service agreement with Sparta for Fire Prevention services through December 31, 2020.
- Renewed a five-year Commodity Resale Agreement with Lenape Valley Regional and Byram Schools.
- Renewed a shared service agreement with Andover Township for snow removal services on a portion of roads bordering Byram.
- Amendment and adoption of the Highlands Land Use Ordinances into the Land Development Ordinances of the Township.
- Revised affordable housing regulations.
- Reviewed and revised zoning ordinances in the Neighborhood Commercial (NC), Village Business (VB), Village Center (VC), and Industrial Professional Recreational (IPR) zones to allow greater flexibility to businesses.
- Completion of the Emergency Services Radio Communication Project which included migration of dispatch services to Sussex County entering into a five-year 911 Communication Services agreement.
- Completed milling and paving of Amity Road Phase 2.

- Completed road improvements on Brookwood Road, Debbie Drive, Lynn Drive, Susan Lane, Catherine Terrace, Douglas Terrace and Carlisle Drive.
- Completed construction of replacement culvert on North Shore Road.
- Participated in a Reverse Auction for electricity generation through Energy Market Exchange for Township.
- Implemented a Wellness Program for Township Employees.

### GRANTS RECEIVED

- Highlands Plan Conformance Grant - \$34,791, covering invoices for Township professionals for work done on the Highland Land Use Ordinances and zoning revisions.
- NJDOT Fiscal Year 2017 Municipal Aid Program Grant - \$168,000
- FEMA Hazard Mitigation Grant Little Paint Way - \$112,500
- Clean Communities Grant - \$20,817
- Recycling Tonnage Grant - \$17,230.72
- Municipal Alliance Grant - \$11,420
- Statewide Insurance Grant - \$3,018
- Body Armor Grant - \$1,625
- Radon Awareness Grant - \$1,000

### SERVICES

- Awarded a 5-year contract for collection and disposal of solid waste, every other week recyclables and bulk waste to Blue Diamond.

Please take the time to review the information contained within this annual report. Public meetings are listed on the website calendar, and we encourage your participation throughout the year.

Byram's achievements are the result of a team effort that includes all of our residents, employees and volunteers.

Joseph Sabatini  
Township Manager

## HOW YOUR LOCAL GOVERNMENT FUNCTIONS

“The Council-Manager form is the system of local government that combines the strong political leadership of elected officials in the form of a governing body, with the strong managerial experience of an appointed local government manager. The Council-Manager form establishes a representative system where all the power is concentrated in the elected council and where the council hires a professionally trained manager to oversee the delivery of public services.”

– International City/County Management Association.

The distinctive feature of this form of government is the strict separation between legislative and administrative functions. The plan calls for the non-partisan, at-large election of four Township Council members and one Mayor. By law, the Mayor and the Township Council have the responsibility for all legislative matters, ranging from enactment of all ordinances and resolutions to general citizen representation. Seven separate advisory boards and committees assist policy formulation of the Council.

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

The Township Clerk is secretary to the Township Council and is the Election Official of the Township. The Clerk records and prepares the minutes of each Township Council Meeting. The Clerk also processes, records and files resolutions and ordinances, arranges for legal advertising of official documents and issues various licenses and permits. The Township Clerk’s election responsibilities include handling municipal elections, accepting petitions for vacancies in local elected offices, selecting polling areas and maintaining custody of election results.

### **How does a Council function?**

*The Mayor presides over Council meetings. The Township Council is similar to a corporate Board of Directors and is assisted by the Township Attorney who prepares ordinances and advises on legal issues; the Township Clerk who prepares resolutions and the Township Manager who functions much like the CEO of a corporation.*

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

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

### **Is there a protocol for speaking at meetings?**

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

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

*The agenda is published and posted on the bulletin board in Town Hall two days prior to a meeting. The agenda is also published on the Township’s web page, [www.byramtwp.org](http://www.byramtwp.org).*

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

*All open session meetings are available for public inspection. You can read the minutes or review a complete recording of the meeting at the office of the Township Clerk. The minutes are also published on the Township’s web page, [www.byramtwp.org](http://www.byramtwp.org).*

## **FINANCE/TAX DEPARTMENT**

The Township of Byram emphasizes careful financial management and long range fiscal planning. The duties include billing and collection of taxes, collections of all Township revenues, investments, debt management, financial analysis, and control of the Township's \$11,506,581.19 budget for 2017. The department is also responsible for the financial activities of the sewer utility, with a budget of \$304,000.00. In addition, the assessor is responsible for the Township wide assessment.

Taxes are payable quarterly on the first day of February, May, August, and November, after which dates they are delinquent and subject to interest. There is no discount for prepayment. The grace period for payment is ten days. On any payments received after this time, interest will be retroactive to the first of the month. Delinquent payments will be charged interest at the rate of 8% per annum up to \$1,500.00 and 18% per annum on any amount in excess of \$1,500.00. A penalty of up to 6% will be charged on any delinquency in excess of \$10,000.00 if not paid by the end of the fiscal year (December 31<sup>st</sup>), unless stated otherwise on the front of the bill. Any current year's taxes unpaid on December 31<sup>st</sup> will be subject to tax sale and lien in the subsequent year.

The Finance / Tax Department hours are Monday through Friday 8:30 a.m. to 3:30 p.m. There is a lock box located in the front of the building for sewer and tax payments. Payments received after 3:30 p.m. will be posted on the next business day.

### **The Tax Department handles requests and information regarding the following tax relief programs:**

- Senior Citizen/Disabled Persons Deduction
- Veterans Deduction
- Veterans Exemption

### **The State also offers the following programs:**

- Property Tax Reimbursement (Freeze for Qualified Senior and Disabled Persons)
- Homestead Rebate

For more information about property tax relief programs, please refer to the Division of Taxation website:

[www.state.nj.us/treasury/taxation/relief.shtml](http://www.state.nj.us/treasury/taxation/relief.shtml)

<b>2017 Tax Information</b>	
Number of Tax Parcels (excludes exempt)	3,955
Total Assessed Valuation Taxable	<b>\$926,499.00</b>

<b>2017 Tax Dollar Breakdown</b>		
County Purpose Tax	.559	16.0%
County Library Tax	.035	1.0%
County Health Tax	.000	0.0%
County Open Space Tax	.003	0.1%
Local School Tax	1.273	36.6%
Regional School Tax	.686	19.7%
Municipal Purpose Tax	.916	26.3%
Municipal Open Space Tax	.011	0.3%

<b>Totals</b>	<b>\$</b>	<b>%</b>
County Total	.597	17.1%
School Total	1.959	56.3%
Municipal Total	<b>.927</b>	<b>26.6%</b>

## **RECREATION DEPARTMENT**

In 2017 the Byram Parks and Recreation Department offered a variety of special events, programs, sports, and summer camp. The Recreation Committee meets on the 3<sup>rd</sup> Wednesday of each month in the Municipal Building at 7:30 pm. The Committee, along with the Recreation Director and numerous volunteers, oversees all recreation activities for the Township.

The Recreation Department reaches out to nearby towns and businesses to foster relationships that provide greater services to Township residents. We have a 5 year old Tri-Town Recreation Committee consisting of members from Byram, Stanhope and Netcong's Recreation Committees. They collaborate planning for Camp Lenape and Tri-Town Dances. The Lenape Valley Municipal Alliance consists of members of both Byram and Stanhope and supports Movies in the Park, LEAD, school programs, Project Graduation, booths at Byram and Stanhope Days as well as other community events. Fitness, dance and karate classes were offered through local businesses providing short term, low cost learning experiences.

Second Saturday Hikes from April through October showcased a different Byram trail each month. Most hikes were approximately 3 miles in length and varied from easy to moderate difficulty. Some were accessible enough for families with strollers while others featured more difficult terrain. All the hikes were designed for families, while faster or slower hikers could walk at their own pace.

In June, Byram Recreation offered the fifth Kids Try Harder Triathlon held in Lake Lackawanna. The event was well received by the Lake Lackawanna residents as well as by the young athletes from throughout the town who participated in swimming, biking and running. Ages 4 – 14 performed in age brackets with progressively longer distances for each age group. It was fun for everyone, even the amazing volunteers who turned out to make this event so successful. This year a former resident, who found that triathlons have contributed significantly to his life, donated a beautiful balloon arch that was used as the finish line. His mother was in attendance to

congratulate all the participants and wish them all the best in future triathlons.

Byram Day was held at Neil Gylling Park, in September. It was redesigned to emphasize constant stage entertainment. The Touch-A-Truck area with 16 trucks was a hit with the young children, giving them an opportunity to climb and admire the trucks used by our local volunteers and workers. The inflatable rides were free for all ages thanks to our generous vendors.

Field and program closure information may be obtained by calling 973-347-2500 then press 5 for recreation, then 2.

## DEPARTMENT OF PUBLIC WORKS (DPW)

The Department of Public Works includes the following divisions: Roads, Sewers, Recycling, Buildings and Grounds, Park Maintenance, and Fleet Maintenance. This Department employs 11 full-time employees including a superintendent and 1 part-time employee. The total annual operating budget for the Department is approximately \$1.3 million. DPW supports the Township's grant initiatives, including the planting of over 200 trees at Tamarack Park Field.

The DPW maintains approximately 80 miles of roadway, 5 sewer-pumping stations and about 2 miles of sewer mains. Collection of trash and recyclables (Township wide) and leaves, brush and metals at the Township Recycling Center is the responsibility of the DPW, as well as snow and ice control on Township roads, maintenance of storm drains and basins, traffic sign installation and repair, and coordination of the annual roadway resurfacing program.

Buildings and Grounds oversees and maintains eight Township buildings, including the Municipal Complex, the Old School House, the C.O. Johnson Field house, and the Lee Hill Emergency Services Building.

Park Maintenance is responsible for the care of C.O. Johnson Park and its fields, Riverside Park, East Brookwood Park, Neil Gylling Park, Mohawk View Park, Tamarack Park, and all grass areas on the local school athletic fields. An average of 42 acres is cut twice a week depending on the weather.

Fleet Maintenance is provided by one mechanic and, when needed, a second DPW employee. The Fleet Maintenance Mechanic is responsible for about 11 police vehicles, 10 small to large DPW trucks, 7 fire trucks, a road sweeper, a backhoe, 2 loaders, 4 trailers and a large assortment of power/mechanical tools.

### Major Operations

#### Hours

<b>Road Repair</b>	35	144	1978	646	528	543	433	418	511	551	388	305.25	<b>6480.25</b>
<b>Parks Maintenance</b>	20	200	40	240	660	684	800	920	800	488	600	40	<b>5492</b>
<b>Buildings and Grounds</b>	35	45	200	30	20	40	60	84	60	78	104	800	<b>1556</b>
<b>Storm Overtime</b>	295.75	209	203.5	0	0	0	0	0	0	0	0	126.5	<b>834.75</b>
<b>Sewer</b>	42	32	86	40	44	42	40	44	48	42	38	38	<b>536</b>

### Vehicle Repair

#### Hours

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Police</b>	50	41	30	10	100	10	24	12	16	24	50	24	<b>391</b>
<b>Fire</b>	20	20	16	8	0	16	8	24	24	0	0	8	<b>144</b>
<b>Public Works</b>	126	75	190	94	52	120	112	92	108	116	94	80	<b>1259</b>
<b>Parks Equipment</b>	100	20	36	20	8	10	24	24	16	16	24	16	<b>314</b>

### Materials Collected/Used /Delivered

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Asphalt Material Placed - Tons</b>	0	0	0	18.52	15.65	12.41	6.99	2.91	1.14	2.18	0	0	<b>59.8</b>
<b>Brush - Tons</b>	0	0	0	5.39	15.75	6.03	8.03	5.93	9.26	5.86	12.86	3.2	<b>72.31</b>
<b>Leaves Collected - Loads</b>	0	0	0	4.95	7.76	6.26	0	0	5.53	10.65	33.22	0	<b>68.37</b>
<b>Salt Used - Tons</b>	500	700	800	0	0	0	0	0	0	0	0	430	<b>2430</b>
<b>Sand Used - Tons</b>	100	300	100	0	0	0	0	0	0	0	0	20	<b>520</b>

<b>Street Sweeping - Tons</b>	6.3	11.28	16.8	63.08	0	0	0	0	0	0	0	0	<b>97.46</b>
<b>Citizen Requests</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
<b>Berms</b>	0	0	2	3	2	2	7	1	1	1	1	0	<b>20</b>
<b>Hazardous Trees</b>	1	0	1	0	3	0	1	2	4	4	2	0	<b>18</b>
<b>Potholes</b>	0	2	3	2	1	4	2	1	1	0	0	0	<b>16</b>
<b>Drainage</b>	0	3	1	0	1	1	3	2	3	1	1	0	<b>16</b>
<b>Street Signs</b>	0	0	1	0	1	0	1	1	1	2	0	0	<b>7</b>
<b>Mail box</b>	0	2	2	0	0	0	0	0	1	0	0	0	<b>5</b>
<b>Total New Requests</b>	<b>1</b>	<b>7</b>	<b>10</b>	<b>5</b>	<b>8</b>	<b>7</b>	<b>14</b>	<b>7</b>	<b>11</b>	<b>8</b>	<b>4</b>	<b>0</b>	<b>82</b>

<b>Residential Trash / Recycling</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Annual Garbage*	2825.15	2819.72	2802.62	3689.10
Metal Recycling*	43.05	47.58	48.51	46.76
Tire Recycling*	2.79	2.35	2.40	4.21
Single Stream*	850.12	764.02	852.95	823.46
Vegetative	83 cu.yds.	118 cu.yds.	112 cu.yds.	128 cu. yds.



## **POLICE DEPARTMENT**

The Byram Township Police Department consists of fourteen sworn officers and two-part time records clerks. The Department has always been and will always be committed to delivering professional police services to our residents. The Byram Township Police Department had several changes during 2017.

- In August 2016 the Department began participating in “Project Medicine Drop” and obtained an unwanted prescription and over the counter medication collection box partially funded by donations from the Sussex County Center for Prevention and Counseling and the Byram Police Officer’s Association. Over 148 pounds of unwanted medications were collected in 2017. The Department also continued its participation in the County wide drug disposal day collections in the spring and fall at the Byram Shop-Rite and CVS stores collecting over 42 pounds of unwanted medications.
- Byram Officers volunteered over 60 hours of their time to collect food donations in spring and fall “Cram the Cruiser” and “Stuff the Bus” food drives. Byram Officers collected over 16,000 pounds of food during both events to benefit the Sussex County food pantry.
- Byram Police Officers once again joined the fight against cancer in September, October and November 2017. Officers wore gold ribbons on their uniforms to show support for the fight against childhood cancers in September, pink badges for the fight against breast cancer in October and participated in no shave November for the fight against men’s cancer. Officers donated a total of \$900.00 to three separate organizations to aid in the fight.
- The Department was awarded \$1,624.83 for the replacement of Body Armor by New Jersey Division of Criminal Justice.

- The Department completed its twenty seventh year instructing an anti-drug program in the fifth-grade classes at the Intermediate School. Officer Marcus Lisa utilized the LEAD (Law Enforcement Against Drugs) program as a modern replacement for the D.A.R.E. program. The LEAD graduation ceremony and student picnic were held in May, 2017.

In 2017 Byram Township Police Officers averaged eight days of in-service training and traveled over 115,000 miles during their patrols. The Department will continue to serve the citizens of the Township to the best of its ability. Additional information regarding the Department may be found on the internet at [www.byrampd.org](http://www.byrampd.org). Information and current events are also regularly posted on the Department’s Facebook page located at <http://www.facebook.com/pages/Byram-Township-Police-Department/196576757045673>

	2016	2017	Difference
Sex Offense	4	2	-2
Burglaries	5	16	9
Theft	22	37	15
Motor Vehicle Theft	0	2	2
Aggravated Assault	1	4	3
Simple Assault	9	14	5
Arson	0	0	0
Fraud	41	32	-9
Criminal Mischief	36	54	18
Weapons	3	1	-2
Fireworks	11	12	1
Narcotic Offences	18	18	0
Alarms	244	184	-60
Disorderly Conducts	22	30	8
Suspicious Vehicle / Persons	301	275	-26
Motor Vehicle Accidents	198	222	24
Motor Vehicle Stops	701	2,929	2,228
Medical Assists	317	335	18
Miscellaneous (other calls)	5,556	8,132	2,578
<b>Total Incidents Handled</b>	<b>9,489</b>	<b>12,299</b>	<b>2,810</b>
	<b>2016</b>	<b>2017</b>	<b>Difference</b>
Adults Arrested	71	90	19
Juveniles Arrested	25	20	-5
	<b>2016</b>	<b>2017</b>	<b>Difference</b>
<b>Property Value Reported Stolen</b>	\$13,875	\$56,834	\$42,959
<b>Property Value Recovered</b>	\$1,998	\$2,259	\$261

## **HEALTH DEPARTMENT**

The State of New Jersey mandates a wide range of environmental and personal health services. To meet these standards Byram Township contracts with the Sussex County Division of Health to provide many of these services. There is one part-time person who is available at the municipal building to assist residents with public health concerns, a part-time pound keeper, a part-time Animal Control Officer, a Registrar of Vital Statistics, and a Deputy Registrar of Vital Statistics.

Environmental health activities include inspections of food establishments, lakes, beaches and campgrounds, monitoring of potable water supplies and septic systems. Three of the Township's major lake communities (Lake Mohawk, Cranberry Lake and Lake Lackawanna) are regulated under Septic Management.

Byram Township participated in the New Jersey Radon Protection Program, promoting testing of radon in residential homes. Coupons to obtain the free 91 test kits were made available in September at the Byram Day Board of Health table and at the Township building.

Animal control activities include an annual free rabies clinic in April, dog licensing, and the operation of the local pound. The Township Health Department enjoys a unique relationship with BARKS (Byram Animal Rescue Kindness Squad), which assists the Township with animal rescue.

Solid waste activities include mandatory recycling through curbside pick-up every other Friday, and weekly garbage pick-up. Weekly pick-up is limited to two, 45 gallon containers and one large household item.

Personal health services are handled by the Sussex County Health Department, Division of Public Health Nursing. These services include adult screenings for blood pressure, blood chemistry, skin cancer, male and female cancers, well-child clinics, flu immunizations, health risk appraisals, educational programs, and health counseling. Information about these programs is available in the local media, at the municipal building and by calling the Public Health Nurse at 973-948-5239 x. 3126.

The Township Board of Health meets on the fourth Tuesday of alternating months and handles public health issues such as sponsoring health clinics offered by the Sussex County Division of Health (flu clinic, pneumonia, SMABlood work), hearing resident requests for waivers from septic and well Regulations, managing the annual rabies clinic and other issues related to animals, water quality and septic management.

<b>Animal Control</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Rabies Vaccinations	250	283	385	197
Dog Licenses	725	682	664	638
Shelter Admissions	101	140	223	130
Adopted Animals	47	99	118	124
Returned to Owner	13	12	12	14

<b>Vital Statistics</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Marriage License	40	35	51	40
Birth Records	45	30	17	27
Death Records	33	36	35	41

## CONSTRUCTION DEPARTMENT

The Construction Department reviews construction plans, issues construction permits, and provides inspections to ensure work conforms to State of New Jersey Approved Building Codes. Staff consists of one part-time Construction Official who also serves as the Building, Electric, Plumbing and Fire Sub-code Official, and one part-time Technical Assistant. The Construction Department also serves Netcong Borough through a shared services agreement.

	2015	2016	2017
<b>New Construction – Residential</b>	9	3	2
<b>New Construction- Commercial</b>	5	1	0
<b>Permits Issued</b>	729	793	909
<b>Certificates of Occupancy</b>	11	14	19
<b>Certificates of Approval</b>	1080	560	554

## LAND USE BOARD

The Land Use Board is a joint planning and zoning board consisting of 9 regular members including the Mayor or appointee and a Council person. It also includes 2 alternate members from the community. The Land Use Board is appointed by the Mayor and Council and hears all subdivision, site plan, and variance applications. It is also responsible for long-range planning through the Master Plan Amendments and Land Development Ordinance revisions. The Land Use Board meets on the first and third Thursday of each month at 7:30 p.m. The Board is served by two advisory boards, the Environmental Commission, and the Architectural Review Committee. Staff consists of a Planning Director, a position held by the Township Manager, and a full time Technical Assistant, Land Use, who is certified by Rutgers.

**Office Hours: 8:30 a.m. to 4:30 p.m., Monday through Friday (973) 347-2500 Ext. 132**

<b>Planning Board Annual Data</b>			
	2015	2016	2017
Site Plan Applications (Includes Site Plan Waivers)			
Approved	13	12	15
Denied	0	0	0
<b>Subdivisions:</b>			
Approved	0	1	1
Denied	0	0	0
<b>Variance Applications:</b>			
Approved	10	11	16
Denied	0	0	0

## **ZONING ENFORCEMENT**

The Township of Byram has adopted a zoning ordinance to protect the public health, safety and welfare of the community. The zoning ordinance is established to regulate the nature and extent of land devoted to various uses by creating specific districts, regulating land use within those districts, and restricting buildings and structures to permitted uses. The zoning ordinance also establishes bulk requirements for a structure (e.g. area, setbacks, and height), and for a building lot itself (e.g. lot size and coverage). Byram's Zoning Officer, who is certified as Zoning Official by Rutgers University, reviews construction applications for conformity to Township Zoning Codes. In addition, he conducts routine inspections throughout the Township for violations of Zoning and Property Maintenance Codes. Warning notices are sent for violations; summonses are then issued if violations are not corrected.

For questions, call 973 347-2500 Extension 131.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Zoning Permits and Approvals</b>													
Zoning Permits Approved	4	3	1	5	7	5	4	2	1	5	5	4	46
Zoning Permits Denied	0	4	3	2	2	1	3	0	0	0	0	0	15
Zoning Permits Granted after Planning Board Variance or Site Plan Waiver	0	1	3	1	0	1	0	1	1	3	2	1	14
Change of Tenant Permits Approved	1	0	0	0	0	0	0	1	0	1	0	1	4
Reviewed Compliance w/ Resolution for Certificate of Occupancy or Approval	0	0	0	0	0	0	0	1	0	1	0	0	2
<b>Investigation of Violations</b>													
Verbal Warnings	0	0	1	0	0	1	0	1	0	1	0	0	4
Notices of Violations	2	3	3	2	14	4	2	6	20	2	2	0	60
Summons Issued	0	0	0	0	2	8	0	4	0	0	0	0	14
<b>Signs removed from roadside</b>	1	2	13	8	5	12	6	12	12	10	6	5	92

## **DEPARTMENT OF PLANNING AND DEVELOPMENT**

The Department of Planning and Development provides for the administration of the Township's Land Use Board and the enforcement of zoning, construction, health, and environmental codes.

## **ARCHITECTURAL REVIEW COMMITTEE**

- Reviewed Planning Board applications for Liquor Factory, the Classic Bagel & Deli building, (APEP, Inc./Tony Reis), Byram Car Wash, Cranberry Lake Marina (P.R. DeRosa Enterprises) and Chase Bank. The ARC recommended changes to help realize the ideals of the Township's Master Plan, Smart Growth Ordinance, and Design Guide, by improving landscaping, avoiding excessive signage and lighting, and moving away from typical highway commercial design toward calmer, human-scaled site design.
- The ARC continues to serve as a 'Smart Growth resource' for the Township, helping Byram to develop strategies for community and economic development.
- One ARC seat was vacated by a resignation, but the seat was quickly filled, to keep the ARC at its full 8-member size.

## **OPEN SPACE**

- The goals for Byram are to preserve open space and create recreation areas for residents. The goals focus on preserving undeveloped and Environmentally sensitive land, protecting water resources, and creating recreational opportunities for both natural resource-based and facility based recreation.
- In 2017, the local Byram Open Space tax collected \$110,582 from residents. There remains \$420,000 of bond debt payments for previous acquisition funding.
- The grand opening of Tamarack park, located at 10 Jones Lane, off Route 206, occurred in June. The park is part of the overall Hudson Green way project, a \$4,150,000 project funded with \$163,000 of Byram Open Space Funds, along with grants from NJ Conservation Foundation, The Land Conservancy of NJ, Green Acres, and Sussex County Open Space Fund.
- Maintenance of Byram Open Space lands increased in 2017 with the contracting of a forester and through a new consulting group, Greener By Design.
- Acquisitions worked on in 2017 but not completed include Forest West and Carl and Carole Johnson properties.

## **2017 ENVIRONMENTAL COMMISSION ACCOMPLISHMENTS**

The goal of the Environmental Commission (EC) is to protect Byram Township's abundant natural resources and work with our Township's committees and residents to preserve our quality of life and keep Byram GREEN!

- Completed ANJEC 2016 grant. EC members walked all Township trails, reported any issues, and took pictures, which resulted in the updating of 11 trail pages. Applied for ANJEC 2017 open space grant.
- Celebrated Arbor Day by distributing 100 tree seedlings to residents at CO Johnson Park on April 29, 2017.
- Training attended: "Conservation Blueprint Project : Land Priorities for Farms, Habitat, Water and People", "Asking the Right Questions in Storm Water Review" and "Septic System Management for Municipalities".
- Supported the Amphibian Tunnel project by volunteering during Spring Amphibian Rescue event.
- Developed and issued the annual storm water management letter signed by Mayor James Oscovitch. This letter was sent to all residents and provided many tips on a variety of important topics including the need for storm water management techniques, proper use of pesticides and herbicides, emerging issues such as Emerald Ash Borer threat. Issued annual recycling postcard to residents.
- Participated in two Boy Scout TREX challenges to collect 500 lbs. of plastic film. Both challenges were successful, and resulted in the scouts being awarded a bench made of recycled plastic film products which were then donated back to Byram Township.
- Sponsored two community Trail Clean-ups on Briar Ridge Trails and Tamarack Park.
- Provided comments to Tilcon Quarry annual application renewal, which resulted in the increase to the amount of the bond.
- Freshened the blazes on many Township Trails, reported vandalism and worked with DPW to advise them when trees fell and blocked trails.
- Participated in the Grand Opening at Tamarack Park and provided quote for NJ Herald.
- Membership - welcomed Katie Baron. In addition, Nora Amato and Catherine Varian retired (thank you Catherine for her many years of service!). EC member Eric Duch became the Open Space liaison and attended their meetings.
- Researched options to make trail maps available electronically and working on an app using Tamarack Park Trail as the first trail. This app will include links to points of interest along the trail itself or nearby.
- Researched areas in town that might provide good habitats for monarch butterflies.
- Byram Day - a huge success this year with a heavily attended booth that received many compliments. Protecting our Pollinators was the theme this year, specifically for bees and monarch butterflies. Various displays were set up with poster boards and monarch caterpillars and chrysalids. Two raffle baskets were awarded, each containing several gift cards/certificates donated from local businesses as well as butterfly or bee related items. Also helped promote Radon Awareness.
- Supported several Township grants including the Community Forestry Management Plan, No Net Loss, Green Infrastructure and Clean Communities Programs.
- Reviewed and provided comments on 23 planning board applications.

## **MUNICIPAL COURT**

The Byram Township Municipal Court has entered into an agreement with Andover Township for a Joint Court, effective January 1, 2015. All Byram Township court business is handled by the Andover Township Joint Municipal Court which will be responsible for processing indictable offenses, scheduling court cases, processing warrants, entering of summonses, and collecting of fines. Their information is as follows:

Helga Walls, Court Administrator  
Andover Joint Municipal Court  
134 Andover Sparta Road  
Newton NJ 07860  
 [\(973\) 383-4280 Ext. 4](tel:(973)383-4280)  
<http://www.andovertwp.org/departments/court/>  
M-F 8:30 A.M. - 3:30 P.M.

### **ANDOVER JOINT MUNICIPAL COURT – BYRAM STATISTICS**

<b>2017</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>TOTAL</b>
<b>DWI</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>5</b>
<b>TRAFFIC</b>	<b>102</b>	<b>176</b>	<b>145</b>	<b>117</b>	<b>107</b>	<b>87</b>	<b>97</b>	<b>99</b>	<b>99</b>	<b>76</b>	<b>106</b>	<b>90</b>	<b>1301</b>
<b>PARKING</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>15</b>
<b>DP/PDP</b>	<b>8</b>	<b>7</b>	<b>8</b>	<b>0</b>	<b>2</b>	<b>7</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>17</b>	<b>9</b>	<b>13</b>	<b>78</b>
<b>OTHERS</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>9</b>
<b>INDICTABLE</b>	<b>5</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>6</b>	<b>5</b>	<b>1</b>	<b>36</b>

<b>2017</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>TOTAL</b>
<b>Court Revenue</b>	<b>4,540.82</b>	<b>7,284.86</b>	<b>8,780.26</b>	<b>7,854.28</b>	<b>10,542.40</b>	<b>6,088.46</b>	<b>4,335.75</b>	<b>5,893.20</b>	<b>6,208.90</b>	<b>4,239.49</b>	<b>7,568.96</b>	<b>3,374.38</b>	<b>\$76,441.76</b>



## **LAKELAND EMERGENCY SQUAD**

Lakeland Emergency Squad has been proudly serving Andover Borough, Andover Township, and Byram Township for the past 79 years. Our coverage area is approximately 50 square miles of southern Sussex County, where over 15,000 people reside (about 10% of the County's population). We also provide mutual aid emergency medical services to the surrounding area in Sussex, Warren, and Morris Counties when needed.

Annually, Lakeland EMS responds to roughly 1,100 plus calls for assistance which range from minor medical emergencies to more serious, life threatening incidents, motor vehicle collisions, fires, and stand-bys at community events.

Our dedicated group of members consists of approximately 50 residents who serve in various capacities. All members are certified in CPR and the majority of our members are also certified Emergency Medical Technicians (EMTs). Other members are a part of our Rescue Services Unit or serve as drivers. New for 2017, Lakeland welcomed the creation of its Auxiliary Corps. We have many positions available to meet your interest level. Please consider joining our team to help us continue our strong tradition of dedicated service to our friends and neighbors.

Each year, the Lakeland Emergency Squad gives back to the local communities in other ways as well. We host the annual Easter Egg Hunt at Wild West City, sponsor local scouting organizations, and provide scholarships for two graduating Eighth Graders from the Andover and Byram school districts who emanate an outstanding focus on volunteerism and community support.

In 2017, Lakeland completed a rigorous NJ Department of Health inspection process to become a State licensed EMS agency within the County. With this licensure, we will begin to recover rapidly increasing costs by way of third-party medical insurance billing. Having previously provided our services free of charge for nearly 79 years, this coverage will allow the Squad to have a more stable future continuing to serve our residents and businesses for years to come. Furthermore, large expenses such as vehicle maintenance and repairs, building upgrades, and equipment replacement will be covered by the Squad without additional burdens on our municipal budgets.

If you or someone you know are a resident from Andover Borough, Andover Township, Byram Township, or the surrounding municipalities are interested in joining, please contact us at [\(973\) 347-2123](tel:9733472123) or via our website at [www.lakelandems.org](http://www.lakelandems.org). All training is provided at no cost to you.

Total Calls	1,110
Total Patients	1,033
Total Miles	24,353
Man Hours on Calls	4,980.5
Hours on duty time Volunteered	21,000

## **FIRE DEPARTMENT**

2017 Year in Review

The Byram Township fire department responded to 132 number of calls this past year.

The Byram Township Fire Department, enters its 70<sup>th</sup> year of providing professional volunteer emergency service. Established in 1948, The Byram Township Fire Department provides fire suppression, heavy rescue, ice and water rescue, wilderness rescue and public education services to Township residents. Fire suppression is provided by 46 volunteer firefighters who are dedicated to serving the residents of the Township. The volunteer firefighters are on-call 24 hours a day and operate from three fire stations located throughout the Township.

- ❖ Cranberry Lake building located on Route 206
  - Engine 1 - 1000 Gallons 2000 GPM Pump
  - Tender 7 - 2000 Gallons 500 GPM Pump
  - Rescue 3 - Vehicle Rescue Equipment, Water and Wilderness Rescue Equipment, Air Refill system for SCBA (Self Contained Breathing Apparatus)
- ❖ Lake Lackawanna building located on Lackawanna Drive
  - Engine 6 - 1000 Gallons 1500 GPM Pump
  - Tender 5 - 2200 Gallons 750 GPM Pump
- ❖ Lee Hill emergency services building on Lee Hill Road
  - Engine 4 - 1000 Gallons 1500 GPM Pump

The Fire Department consists of the following officers:

### **Firematic Officers**

(All things Related to Fire incidents, etc.)

- ❖ Chief
- ❖ Asst. Chief
- ❖ (2) Captains
- ❖ (2) Lieutenants

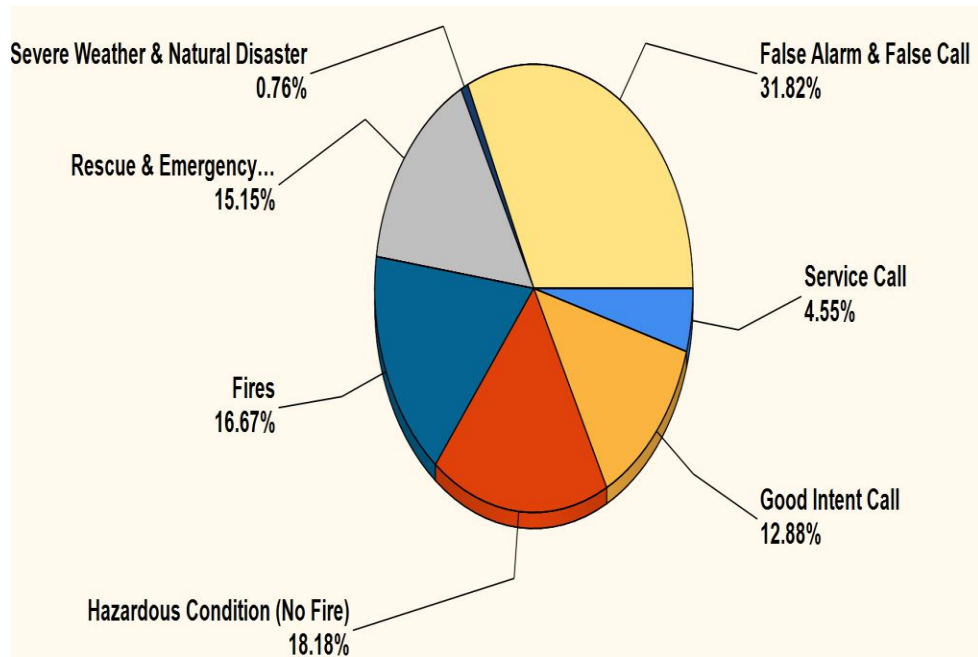
### **Administrative offices**

(Buildings, Hall Rental, etc.)

- ❖ President
- ❖ Vice President
- ❖ Treasurer
- ❖ Secretary

All of the officers can be reached at the Cranberry Lake Fire House, at 973-347-2662 or at [www.byramfd.com](http://www.byramfd.com).

The Fire Department Association owns and operates the Cranberry Lake and Lake Lackawanna buildings; the Lee Hill emergency services building is owned by the Township. The Firematic officers are supported with funding from the Township for fire suppression, fire prevention, and public education efforts. The Township also provides the fire apparatus and related equipment. The association relies upon various fundraisers to operate and maintain their buildings.



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	22	16.67%
Rescue & Emergency Medical Service	20	15.15%
Hazardous Condition (No Fire)	24	18.18%
Service Call	6	4.55%
Good Intent Call	17	12.88%
False Alarm & False Call	42	31.82%
Severe Weather & Natural Disaster	1	0.76%
<b>TOTAL</b>	<b>132</b>	<b>100.00%</b>

<b>Detailed Breakdown by Incident Type</b>		
<b>INCIDENT TYPE</b>	<b># INCIDENTS</b>	<b>% of TOTAL</b>
100 - Fire, other	2	1.41%
111 - Building fire	10	7.04%
113 - Cooking fire, confined to container	1	0.70%
114 - Chimney or flue fire, confined to chimney or flue	3	2.11%
116 - Fuel burner/boiler malfunction, fire confined	1	0.70%
118 - Trash or rubbish fire, contained	2	1.41%
131 - Passenger vehicle fire	2	1.41%
140 - Natural vegetation fire, other	1	0.70%
142 - Brush or brush-and-grass mixture fire	2	1.41%
142M - Mulch fire	2	1.41%
163 - Outside gas or vapor combustion explosion	1	0.70%
300 - Rescue, EMS incident, other	2	1.41%
311 - Medical assist, assist EMS crew	1	0.70%
322 - Motor vehicle accident with injuries	9	6.34%
324 - Motor vehicle accident with no injuries.	10	7.04%
410 - Combustible/flammable gas/liquid condition, other	1	0.70%
412 - Gas leak (natural gas or LPG)	5	3.52%
424 - Carbon monoxide incident	4	2.82%
440 - Electrical wiring/equipment problem, other	1	0.70%
442 - Overheated motor	1	0.70%
444 - Power line down	12	8.45%
445 - Arcing, shorted electrical equipment	1	0.70%
462 - Aircraft standby	2	1.41%
463 - Vehicle accident, general cleanup	5	3.52%
531 - Smoke or odor removal	1	0.70%
571 - Cover assignment, standby, move up	3	2.11%
611 - Dispatched & cancelled in route	2	1.41%
622 - No incident found on arrival at dispatch address	6	4.23%
631 - Authorized controlled burning	2	1.41%
650 - Steam, other gas mistaken for smoke, other	1	0.70%
651 - Smoke scare, odor of smoke	2	1.41%
714 - Central station, malicious false alarm	1	0.70%
730 - System malfunction, other	8	5.63%
733 - Smoke detector activation due to malfunction	5	3.52%
734 - Heat detector activation due to malfunction	2	1.41%
735 - Alarm system sounded due to malfunction	3	2.11%
736 - CO detector activation due to malfunction	1	0.70%
740 - Unintentional transmission of alarm, other	11	7.75%
743 - Smoke detector activation, no fire - unintentional	5	3.52%
744 - Detector activation, no fire - unintentional	1	0.70%
745 - Alarm system activation, no fire - unintentional	7	4.93%
<b>TOTAL INCIDENTS:</b>	<b>142</b>	<b>100.00%</b>