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Byram  
Township  
2021  
Annual  
Report

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Compiled by Victoria Proskey

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## **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. – 12 noon  
Thursdays 9:00 a.m. - 4:00 p.m.

### **FINANCE/TAX OFFICE:**

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

### **RECYCLING CENTER:**

**METAL:** Open daily during daylight hours.

**LEAVES AND BRANCHES:** Seasonal  
Open daily during daylight hours

### **TOWNSHIP WEBSITE:**

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

### **GENERAL OFFICE NUMBERS:**

973-347-2500  
Fax 973-347-0502

### **POLICE DEPARTMENT**

Emergencies: Dial 911  
Non-emergencies: 973-347-4008  
WEBSITE: [www.byrampd.org](http://www.byrampd.org)

### **CHIEF OF POLICE**

Kenneth Burke  
973-347-2500 Ext. 141

### **TOWNSHIP COUNCIL**

Mayor Alex Rubenstein, Jack Gallagher,  
Raymond Bonker, Cris Franco, Harvey Roseff

## **BYRAM TOWNSHIP OFFICES**

### **TOWNSHIP MANAGER**

Joseph Sabatini  
973-347-2500 Ext. 129

### **DEPUTY TOWNSHIP MANAGER**

Phil Crosson  
973-347-2500 Ext. 161

### **TOWNSHIP CLERK/ REGISTRAR**

Cindy Church  
973-347-2500 Ext. 127

### **SUPERINTENDENT OF PUBLIC WORKS**

Mike Orgera  
973-347-2500 Ext. 137  
DPW SECRETARY  
Brigitte DuPont Ext. 138

### **ENVIRONMENTAL/RECYCLING**

Brigitte DuPont  
973-347-2500 Ext. 138

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

Vicky Proskey  
973-347-2500 Ext. 125

### **COMMUNITY RELATIONS/RECREATION**

Catherine Biancone  
973-347-2500 x 160

### **CHIEF MUNICIPAL FINANCE OFFICER / DEPUTY TAX COLLECTOR**

Ashleigh Frueholz  
973-347-2500 Ext. 134

### **TAX COLLECTOR**

Michele McElroy Ext. 133

## **BYRAM TOWNSHIP OFFICES**

### **CONSTRUCTION & BLDG. SUBCODE OFFICIAL**

Peter Karcher  
973-347-2500 Ext. 124

### **CONSTRUCTION TECHNICAL ASST**

Bonnie Oscovitch  
973-347-2500 Ext. 123

### **PLUMBING SUBCODE OFFICIAL**

Robert Klaar  
973-347-2500 Ext. 124

### **ELECTRICAL SUBCODE OFFICIAL**

Glenn Kovach  
973-347-2500 Ext. 124

### **FIRE SUBCODE OFFICIAL**

Joseph Serrecchia  
973-347-2500 Ext. 124

### **FIRE PREVENTION SERVICES**

Jay Luba  
973-729-4227

### **ZONING & CODE ENFORCEMENT OFFICER**

Nick Cutrone  
973-347-2500 Ext. 131

### **LAND USE TECHNICAL ASST./ PLANNING BOARD SECRETARY**

Caitlin Phillips  
973-347-2500 Ext. 132

### **TAX ASSESSOR**

Penny Holenstein  
973-347-2500 Ext. 139

### **ASSISTANT TO TAX ASSESSOR**

Brigitte DuPont Ext. 138

## **A Message from Township Manager Joseph Sabatini**

It is once again my pleasure to present the Byram Township Annual Report for 2021. 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 as well as 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 visit.

With the lingering effects of a global pandemic, this year continued to present challenges for everyone. As we entered the new year and began to embark on our goals and objectives for 2021, we were effectively still managing the unexpected effects of the COVID-19 Pandemic and now, the new variants surfacing throughout the year.

Many of the challenges that we continued to face as a community were taken in stride. Accordingly, everyone continued to work collaboratively to focus their efforts on the common goal of working creatively to ensure the efficient and effective continuity of government considering many new guidelines.

Again, we as a Township are proud to have continued delivering the level of services that our residents have come to expect with limited interruptions. For that, I would like to thank our staff, our volunteers, and our residents for continuing to remain flexible and exhibiting patience and understanding while we continued to adapt to the many changes necessary to protect everyone to the best of our ability.

Considering these lingering unprecedented times and challenges, I am proud to announce the following 2021 accomplishments:

### **SHARED SERVICES**

- Extended agreement with Andover Borough and Lakeland Emergency Squad for Emergency Services for calendar year 2021
- Entered into agreement with Hopatcong Borough for animal pound services
- Extended Andover Township Forest Lakes Snow Removal Agreement through December 31, 2023

### **GRANTS**

- NJDOT Fiscal Year 2022 Municipal Aid Program Grant received for Tamarack Road - \$190,500.00
- Clean Communities Grant - \$21,335.78
- Recycling Tonnage Grant - \$13,445.98
- Municipal Alliance Grant - \$3,918.00
- Risk Control Grant - \$2,463.00
- Body Worn Cameras - \$32,608.00
- Newton Medical Center NARCAN Grant - \$3,000.00
- NJ DEP – Radon Awareness Program - \$2,000.00
- HAVA Election Security Grant - \$8,433.72
- Elizabethtown Gas First Responder Grant - \$4,820.00

- Additionally, the Township will be eligible to receive \$830,230.98 through the American Rescue Plan Act of 2021 (Coronavirus State and Local Fiscal Recovery Funds) (\$415,115.49 – was received in 2021) with balance expected in 2022.
- Also, we received notification that the Highlands Council allocated \$150,000 to Byram for the completion of a Township Lake Management and Protection Plan.

### **CAPITAL IMPROVEMENTS/PURCHASES**

- Completed resurfacing projects on the following roadways:
  - Fieldstone Trail – NJDOT Fiscal Year 2021 Municipal Aid Program Grant Project
  - Cranberry Lake Section - Weaver House Cove Rd, Brook Trail, Hickory Trail, Fox Trail, Side Hill Trail, Boulder Trail, Hawthorne Trail, Landone Trail, Bald Rock Trail, Pathfinder Trail, Muchino Trail, South Lake Trail
  - Forest Lakes Section – Crescent Drive North, Winding Way
  - Various other Township roadways:  
Deer Hill Run North & South, Continental Drive, Jans Way, Rosemarie Lane, Maple Road, Birch Road, Willor Drive, Drexel Drive, Louis Drive, Francis Terrace, Hi Glen Drive, Pierson Drive, Ridge Place, Johnson Boulevard and Jones Lane
- Repairs were made to Byram’s Department of Public Works garage and breakroom to include replacing the HVAC system, gutters, and a generator
- Replaced door, sidewalk and added improved outdoor lighting at Lee Hill Safety Building
- DPW acquired a Loader, Mason Dump, 3500 4x4 truck, Ride-On Spreader/Sprayer Applicator

### **RECOGNITION OF RETIREMENTS**

- Russell Voight – 27 years of service – DPW equipment operator
- Cheryl White – 17 years of service – multiple positions in the organization, retiring as the Township’s Land Use Assistant/Secretary to the Director of Planning

We also welcomed new staff who have joined us to replace the staff members that have resigned or retired. As I was compiling this list it, became very apparent exactly how much change in staffing that the Township experienced in 2021. We have recruited and hired 12 new employees which account for 24.5% of our total staff.

### **MISCELLANEOUS**

- Granted municipal consent to New Jersey Natural Gas to construct, operate and maintain natural and mixed gas distribution lines for public and private consumption in portions of the Township of Byram.
- Byram Twp. procured competitive energy pricing through electricity renewal auction for municipal facilities
- Started the process authorizing the sale of non-conforming Township owned parcels to contiguous property owners which are not needed for public use
- French and Parrello Associates were appointed to begin working on concept ideas for design and development of a Township dog park
- Byram Township Zoning and Planning Offices report that in 2021 as the Covid pandemic began to stabilize in New Jersey, they identified significant increases in activity and applications. The zoning office approved over 100 permit applications and many new commercial site plan waivers for new businesses coming into the State Highway 206 corridor.
- Adoption of the Water Use Conservation Management Plan
- Worked collaboratively with Labor Unions to reach agreement for 5-year extensions of collective bargaining agreements
- Updated storm water control ordinance

- The Township worked with the Educational Services Commission of NJ, a Governmental Cooperative, and Good Energy to launch a Government Energy Aggregation program for the Township Residents that is expected provide annual savings exceeding 7% of the JCP&L basic generation service tariff price.
- Small Cell/Verizon agreement to bring service to areas with none
- The Township passed a resolution recognizing the 50th Anniversary of the establishment of the full service Byram Township Police Department

### **Municipal Building Project Status Update**

Forward progress continues the municipal building project as we work to complete the final concept site plans.

The Mayor and Council authorized the Nader Group to complete construction documents and MJA Construction Services for cost estimating and construction consulting services. Also, the Mayor and Council authorized a scope of services for Phoenix Advisors, LLC. to include debt management planning for the municipal building project.

We welcome residents to continue to stay informed and visit the Township website regularly for updates on this and other municipal projects  
[Byram Township | New Municipal Building Project Information \(byramtwp.org\)](http://byramtwp.org)

I encourage you to 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 our residents, employees and volunteers.

Joseph Sabatini  
Township Manager



# February

## 2022



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Garbage Pick Up 1 Township Council Meeting – 7:30 pm	2	3 Planning Board Meeting 7:30 pm	4 Recycling Pick Up	5
6	7	Garbage Pick Up 8	9	10	11	12
13	14 Open Space Meeting 7:00 pm	15 Garbage Pick Up Township Council Meeting – 7:30 pm	16	17 Planning Board Meeting 7:30 pm	18 Recycling Pick Up	19
20	21 President's Day – Office Closed	22 Garbage Pick Up	23 Recreation Committee Meeting-8:00 pm (day changed)	24 Environmental Commission Meeting 7:30 pm	25	26
27	28					

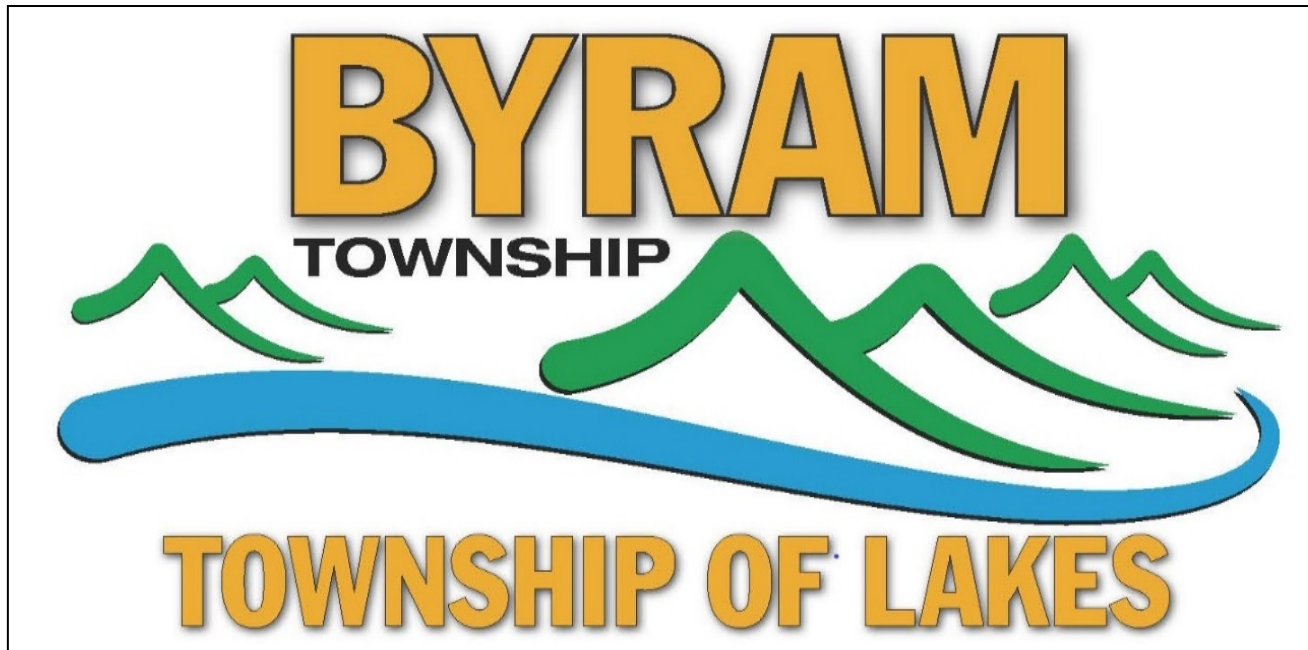
## HOW YOUR LOCAL GOVERNMENT FUNCTIONS

“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.



## TOWNSHIP CLERK/ REGISTRAR

The Municipal Clerk's office is staffed with a full time Municipal Clerk/Registrar. The office hours are Monday – Friday 8:30 a.m. – 4:30 p.m.

The "core" duties of the Municipal Clerk include the following:

- As Secretary to the Mayor and Council, the Municipal Clerk attends all Council meetings; records minutes; assists in preparing the Council meeting agenda and resolutions; compiles meeting packets, receives bids and RFP's; administers and records Oaths of Office; processes correspondence and records, files and advertises ordinances and acts as a liaison between the public and governing body.
- The Municipal Clerk, as Secretary to the Municipal Corporation, signs official documents, has custody of the Township Seal and attests the signature of the Mayor and other Township officials.
- As the Election Official, the Municipal Clerk handles voter registration, accepts petitions for vacancies in local elected offices, furnishes materials for local, primary, and general elections, selects polling areas, and maintains custody of election results.
- The Municipal Clerk issues various licenses, i.e. Peddler / Solicitor, Bingo, Raffle, Liquor, Limo, etc.; furnishes data to the public, provides copies of Ordinances, Resolutions and other information requested by the public and personnel.

The position of Registrar must be held by a Certified Municipal Registrar. This designation is obtained by completing a course provided by the New Jersey State Registrar's office and passing a State exam.

It is the responsibility of the Registrar to record all births, deaths and marriages occurring within the Township of Byram. A permanent copy is retained in the Registrar's office, and one is forwarded to the State Registrar. The accumulation of information from vital records provides data about the events that occur throughout the entire State of New Jersey. In addition, the Registrar is also responsible for issuing marriage licenses, marriage certificates, birth certificates and death certificates.

### 2021 Registrar Vital Statistics

Marriage Licenses Issued	51
Birth Records Recorded	50
Death Records Recorded	33
Certified Copies Issued	202

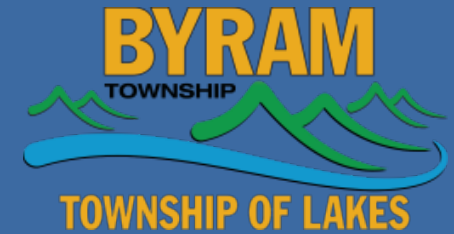
### 2021 Fees Collected by the Municipal Clerk's Office

Junkyard	\$1,993.75
Campground	\$500.00
Seasonal Sales Permits	\$0.00
Raffle License	\$0.00
Peddler / Solicitor Licenses	\$0.00
Liquor License Transfers	\$0.00
Liquor License Renewals	\$6,098.00
Taxicab / Livery License	\$0.00
Vacant Property Registrations	\$6,645.83
Road Opening Permits	\$350.00



# March

## 2022



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Garbage Pick Up 1 Township Council Meeting – 7:30 pm	2	3 Planning Board Meeting 7:30 pm	Recycling Pick Up 4	5
6	7	Garbage Pick Up 8	9	10	11	12
13	14 Open Space Meeting 7:00 pm	Garbage Pick Up 15 Township Council Meeting – 7:30 pm	16	17 Planning Board Meeting 7:30 pm	Recycling Pick Up 18	19
20	21 Recreation Committee Meeting-8:00 pm	Garbage Pick Up 22 Board of Health Meeting 7:30 pm	23	24 Environmental Commission Meeting 7:30 pm	25	26
27	28					

## FINANCE/TAX DEPARTMENT

The Township of Byram emphasizes careful financial management and long-range fiscal planning. The duties include billing and collection of taxes, collection of all Township revenues, investments, debt management, financial analysis, and control of the Township's \$11,854,835.36 budget for 2021. The department is also responsible for the financial activities of the sewer utility, with a budget of \$430,000.00.

The Tax 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. 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 Tax Collector and the Deputy Tax Collector are at the Township Monday through Friday 8:30 a.m. to 3:30 p.m. to assist residents with any questions and/or concerns. The Deputy Tax Collector acts in the absence of the Tax Collector. 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. Online E-Check payments are accepted for both Tax and Sewer Accounts and are available 24 hours/7 days a week. Please visit [www.byramtwp.org](http://www.byramtwp.org) to access both modules. The Finance/Tax Department has two (2) additional part-time clerks to assist with the daily operational and resident needs of the Township.

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

- Senior Citizen/Disabled Persons Deduction
- Veterans Deduction

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>2021 Tax Dollar Breakdown</b>		
County Purpose Tax	.598	16.59%
County Library Tax	.043	1.19%
County Health Tax	.000	0.00%
County Open Space Tax	.003	1.08%
Local School Tax	1.297	35.99%
Regional School Tax	.713	19.78%
Municipal Purpose Tax	.939	26.05%
Municipal Open Space Tax	.011	0.13%
<b>Totals</b>	<b>\$</b>	<b>%</b>
County Total	.644	17.86%
School Total	2.010	55.77%
<b>Municipal Total</b>	<b>.950</b>	<b>26.36%</b>

## **TAX ASSESSOR**

The Township of Byram employs a part-time assessor who shares a part-time assistant. The Tax Assessor has a responsibility to:

- Find full and fair value of nearly 4,000 parcels within Byram Township
- Locate and properly describe property as prescribed by the Division of Taxation
- Maintain accurate Township property records; this includes Township Tax Maps which are updated annually in coordination with the Township Engineer
- Review municipal and State appeals and defend the Township in county and State hearings. In 2021, 20 County Tax Board appeals were reviewed
- Produce the annual Tax Book and notice of assessment cards
- Annually provide Farmland Assessment applications to owners and review each farmland assessment application; Byram Township has 123 farmland assessed parcels, representing 5,352 acres of qualified farmland
- Work closely with the Construction Department to review copies of construction permits and certificates for added and omitted assessments and COAH fees
- Calculate annual added/omitted tax to capture additional property tax revenue and notify residents

Number of Tax Parcels (excludes exempt)	3,908
Total Assessed Valuation Taxable	\$926,008,400

The Tax Assessor:

- Partners with the County Board of Taxation to ensure deeds are received and reviewed on a weekly basis and updates the Township property records; accordingly, over 300 deeds were reviewed and investigated in 2021
- Represents the Township in county and State meetings and events. The Tax Assessor currently serves as a Tri-County Vice President of the New Jersey Association of Municipal Assessors
- Coordinates annual mailing and collection of data from 100+ income producing properties
- Provides Property Record Cards as requested to interested parties
- Provides reports to other Township departments and Byram Township schools
- Reviews monthly decedent reports and modifies property tax deductions accordingly

The Tax Assessor handles requests regarding:

- Tax relief programs for Veterans including Deductions and Exemptions, and ongoing eligibility
- Name and address changes of property owners

For more information about the Tax Assessor programs, please visit our website at:

[www.byramtwp.org/index.php/town\\_hall/township\\_offices\\_detail/tax\\_assessor](http://www.byramtwp.org/index.php/town_hall/township_offices_detail/tax_assessor)

# April 2022



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				April 1: Dog licensing renewal begins	Recycling Pick Up 1 TWP leaf and brush collection open now through mid. December during daylight hours	2
3	4	Garbage Pick Up 5 Township Council Meeting – 7:30 pm	6	7 Planning Board Meeting 7:30 pm	8	9
10	11 Open Space Meeting 7:00 pm	12 Garbage Pick Up	13	14	15 Recycling Pick Up Good Friday – Office Closed	16
17	18 Recreation Committee Meeting-8:00 pm	19 Garbage Pick Up Township Council Meeting – 7:30 pm	20	21 Planning Board Meeting 7:30 pm	22	23
24	25 Tires can be disposed of at the TWP Recycling Center throughout this week	26 Garbage Pick Up	27	28 Environmental Commission Meeting 7:30 pm	29 Recycling Pick Up	30

## **RECREATION/COMMUNITY RELATIONS**

The Byram Township Recreation Committee meets in person on the 3rd Monday of each month, at the Municipal Building at 8:00 pm. During this challenging year, the Recreation Committee continued to meet and conduct business. The committee was confronted with finding new ways to creatively adapt to the requirements established by the COVID-19 executive orders; therefore, the committee conducted their meetings in a virtual format through Zoom during the early months of the year.

In May 2021, when the Governor lifted the executive orders, the Recreation Committee quickly began preparing for the traditional spring and summer events the community looks forward to. June proved to be a busy month as the committee crowned Miss Byram, Katarina Drace, and Little Miss Byram, Charlie Reid. Each of the participating contestants submitted an application and an essay to the Recreation Committee then spoke in front of a panel of judges at CO Johnson Park. The criteria for judging included communication skills, poise, and confidence. Miss Byram 2021 went on to compete in the “Queen of the Fair” contest at the Sussex County Fair in August and both young ladies were recognized at the Byram Festival in October.

The annual Kids Try Harder Triathlon was hosted in June and many Byram children came out to swim, bike, and run a designated course around Lake Lackawanna while parents and families enjoyed cheering for the kids as they raced across the finish line. All participants received T-shirts and medals for their efforts. In addition, the town wide garage sale was also held on the same weekend giving residents an opportunity to “clean house” and sell unwanted items.

In July, the community was given an opportunity to participate in the Byram Patriotic Show Off. Residents decorated their homes and submitted pictures for the Recreation Department to post on their social media page. It was great to see houses decorated with such patriotic flair for the fourth of July week. Similarly, in October, residents decorated their homes for the “Halloween Showoff” and submitted their addresses for publication.

This summer afforded the Recreation Committee an opportunity to provide the residents with additional entertainment in the form of outdoor movies. “Homeward Bound” and “Back to the Future” were two movies shown in our township parks on an outdoor blow-up screen with a professional sound system and projector. This event provided the community the ability to gather and enjoy some “throwback” movies while remaining socially distant.

The Byram Festival is an annual event that was enjoyed by many residents in October. Despite the cooler temperature and misty day, the community came together in celebration of Byram Township. In addition to a variety of food trucks and bouncy rides, there was musical entertainment and a wonderful firework display to end the evening. It was great to see Byram families and friends gather together again. Later that month, the Recreation Department and Mayor Alex Rubenstein hosted a walk with senior citizens through a walking path on the Sussex Branch Trail off Waterloo Road. Everyone who attended enjoyed the sights and sounds of a beautiful fall day on the trail.

In late November, the Recreation Committee planned and promoted holiday events to include children’s letters to Santa, along with a holiday light/decoration contest which ran between Dec. 1 – Dec. 10, 2021. The children’s letters to Santa program allowed Byram children to drop off their holiday letter to Santa Claus in the special holiday themed mailbox located in the Municipal Building lobby. The children who dropped off their letters each received a letter back from Santa. This program always ensures many smiling faces. As a culmination of the Byram holiday light/decoration contest, the Recreation Committee judges selected three winning township homes, each winner received a gift card for their efforts: 1st place \$100.00, 2nd place \$75.00, and 3rd place \$50.00.

For our final event in 2021, the Byram Township Fire Department in coordination with the Recreation Committee hosted the annual Tree Lighting event at the fire house which included a visit from Santa, crafts for the children, refreshments for the families, and a presentation from Rizzo’s Wildlife World.

The children enjoyed Santa's visit while Rizzo's World provided interactive entertainment with a variety of animals that the audience could both see and touch.

In addition to providing the township with activities throughout the year, the Recreation Department coordinates the bus transportation for local senior citizens. The Byram Township senior bus is available for Senior Club members who need transportation on the 2nd and 4th Thursday of each month to attend the Senior Club meeting. The senior bus is also available on the alternate Thursdays to any group of seniors who are in need of transportation for shopping or dining at local restaurants. This is not a dial-a-ride service for individuals but intended for Byram Township Seniors to have a day out with other seniors while meeting some of their shopping needs. The hours of operation are 10:30am - 3:30pm, including pick up and drop off.

For more information, contact Catherine Biancone at the Byram Township Recreation Department: 973-347-2500 x160 or by email: [cbiancone@byramtwp.org](mailto:cbiancone@byramtwp.org).



The Township of Byram continues to encourage every citizen to sign up today to receive these Nixle messages and begin connecting with the Township of Byram. Nixle will be your primary source for accurate, up to date information from the Township so do not delay, sign up today!

Remember, if we cannot reach you, we cannot inform you. Please take a moment to sign up for Nixle community notification system using one of the following options.

***SIGN UP OPTIONS:***

**1) Click and enter your contact information at the following web address:** <https://local.nixle.com/signup/widget/i/15862>

**2) Text the keyword Byram to 888-777.** Then when prompted, follow the directions to enter your current e-mail address and you will be signed up to receive important alerts, advisories, and community notifications from Byram Township. -

**3) Download the Mobile App at:** <https://supportcenter.nixle.com/articles/Nixle/Registering-for-Nixle-via-the-Everbridge-Mobile-App>

# May 2022



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	Garbage Pick Up 3 Township Council Meeting – 7:30 pm	4	5 Planning Board Meeting 7:30 pm	6	7
8	9 Open Space Meeting – 7:00 pm	Garbage Pick Up 10	11	12	Recycling Pick Up 13	14
15	16 Recreation Committee Meeting-8:00 pm	Garbage Pick Up 17 Township Council Meeting – 7:30 pm	18	19 Planning Board Meeting 7:30 pm	20	21
22	23	Garbage Pick Up 24 Board of Health Meeting 7:30 pm	25	26 Environmental Commission Meeting 7:30 pm	Recycling Pick Up 27	28
29	30 Memorial Day – Office Closed	Garbage Pick Up 31				

## **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 12 full-time employees including a mechanic and superintendent, shares a part-time employee as Superintendent Secretary, and a summer helper. The total annual operating budget for the Department is approximately \$1.3 million. DPW supported the Township's grant initiatives, including NJ Urban & Community Forestry, Clean Communities and Recycling. In addition, DPW supported many Township committees' initiatives including Environmental Commission, Open Space and Recreation.

DPW coordinated the submission of several state mandated reports, including Tonnage Recycling and Clean Communities Report (both resulting in revenue to Township) and the Right-to-Know Survey. DPW reviewed and issued Grease Interceptor licenses for businesses utilizing grease traps.

The DPW maintains approximately 80 miles of roadway, five sewer-pumping stations and about two 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. Additional duties consist of snow and ice control on Township roads, traffic sign installation and repair, and coordination of the annual roadway resurfacing program. DPW maintains Township trails systems.

As part of the Township's Stormwater permit, the DPW units worked with the Township Engineer to develop the Township's Stormwater Management Plan. This plan includes additional training requirements as well as working with a contractor to clean and inspect storm drains and inlets. The Township employees operate and maintain over 850 storm inlets and 9 retention basins. The tops of the Township's storm inlets are cleaned out prior to and during rain events. Additionally, DPW developed and issued the annual Stormwater mailing to Township residents. DPW maintained the Johnson Pond dam and spillway.

DPW employees participated in many training classes to continue to retain NJUST, Certified Public Works Manager, Recycling Coordinator, and Collections/Waste Water System Operator certifications.

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. DPW added COVID-19 safety measures in Township buildings to ensure health and safety of the employees and residents.

Fleet Maintenance is provided by one mechanic and when needed a second DPW employee. The Fleet Maintenance Mechanic is responsible for about eleven police vehicles, ten small-to-large DPW trucks, seven fire trucks, a road sweeper, a backhoe, two loaders, four trailers and a large assortment of power/mechanical tools.

Recycling activities include mandatory recycling through curbside pick-up every other Friday. Weekly solid waste curbside pick-up is on Tuesdays; pick-up is limited to two 45-gallon containers and one large household item. DPW coordinated the annual tire recycling event as well as community wide leaf and Christmas tree pick-ups. For more details on the Solid Waste and Recycling programs, please visit our website, [byramtwp.org](http://byramtwp.org) under Township Offices/Garbage and Recycling.





Residential Trash/Recycling (in tons)	2019	2020	2021
Annual Garbage	2982.05	3143.93	3210.72
Metal Recycling	62.66	58.64	55.97
Tire Recycling	2.27	2.55	3.61
Single Stream	881.8	927.20	895.38
Vegetative	658.66 cu. yds.	787.78 cu. yds.	675.15 cu. Yds.

Please do your part to keep Byram clean!  
Keep our catch basins clean and free from debris by not dumping anything in them or in the Township's waterways.



**Announcing the Availability of Recycle Coach!** Access Recycle Coach from our Township website at [www.byramtwp.org/index.php/services/recycle\\_coach](http://www.byramtwp.org/index.php/services/recycle_coach), or download the app. Use Recycle Coach to:

- “Ask” Recycling Coach to determine how to dispose of specific items by using the “What Goes Where” tool
- Set an email reminder for trash and recycling collection days or special Township disposal days
- Export trash and recycling dates to your personal calendar
- Report trash or recycling related issues (example a missed pick-up)
- Learn more about recycling





# June 2022



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Planning Board Meeting 7:30 pm	3	4
5	6 Township Council Meeting – 7:30 pm (day changed)	7 Garbage Pick Up	8	9	10 Recycling Pick Up	11
12	13 Open Space Meeting 7:00 pm	14 Garbage Pick Up	15	16 Planning Board Meeting 7:30 pm	17	18
19	20 Recreation Committee Meeting-8:00 pm	21 Garbage Pick Up Township Council Meeting – 7:30 pm	22	23 Environmental Commission Meeting 7:30 pm	24 Recycling Pick Up	25
26	27	28 Garbage Pick Up	29	30		

## POLICE DEPARTMENT

The Byram Township Police Department consists of fifteen sworn officers and two part-time records clerks. The Police Department strives to be a contributing factor in creating a better quality of life for our residents, business owners and visitors. The Byram Township Police Department had several highlights in 2021.

- The Department hired a new patrol officer in July. Patrolman Scott Macmillan graduated the Morris County Public Safety Training Academy in November and is currently assigned to a 12-week Field Training Program.
- The Department maintains an unwanted prescription and over-the-counter medication collection box at police headquarters. The Department continued its participation in the county-wide drug disposal day collections in the spring and fall at the Byram Shop-Rite and CVS stores. This year the Department collected and disposed of approximately 215 pounds of unwanted medications.
- The Department maintains a safe exchange location under 24-hour video surveillance in front of police headquarters where residents and guests to the Township can have a safe and secure environment to complete their online sales.
- The Department continued its assistance in collecting food donations for “Cram the Cruiser” and “Stuff the Bus” food drive events that benefit the Sussex County and Waterloo Neighborhood food pantries.
- The Department utilized \$17,489.97 in forfeiture funds to purchase various pieces of equipment to replace broken and out-of-service items. These purchases included new EO-tech sights and flashlights for our patrol rifles, outer vest carriers, alternate duty-firearms, and other uniform items.
- The Department is currently in its 31<sup>st</sup> year instructing an anti-drug program to the fifth-grade class at the Intermediate School. Patrolmen Marcus Lisa and Christopher Spaldo are utilizing the LEAD (Law Enforcement Against Drugs) program to instruct students on the dangers of drug use over a 10-week period.

In 2021 Township Police Officer’s averaged five days of in-service training and traveled over 110,000 miles during their patrols. 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> and on NextDoor at <https://nextdoor.com/login/>. Residents can also sign up for Township alerts at <https://local.nixle.com/signup/widget/i/15862>



## POLICE DEPARTMENT OPERATION

<b>Calls for Service</b>			
	<b>2020</b>	<b>2021</b>	<b>Difference</b>
Homicide	1	0	-1
Sex Offense	6	1	-5
Burglaries	10	11	+1
Theft	38	44	+6
Motor Vehicle Theft	3	2	-1
Aggravated Assault	2	1	-1
Simple Assault	10	6	-4
Arson	0	0	-
Fraud	37	46	+9
Criminal Mischief	33	12	-21
Weapons	1	1	-
Fireworks	16	19	+3
Narcotic Offences	26	12	-14
Alarms	188	205	+17
Disorderly Conducts	30	27	-3
Suspicious Vehicle / Persons	198	225	+27
Motor Vehicle Accidents	173	203	+30
Motor Vehicle Stops	1329	3226	+1897
Medical Assists	321	354	+33
Traffic Enforcement / Radar Details	887	963	+76
Property / Business Checks	6062	5766	-296
School Security Checks	335	444	+109
Miscellaneous (all other calls)	1802	1889	+87
<b>Total Incidents Handled</b>	<b>11457</b>	<b>13457</b>	<b>+2000</b>
	<b>2020</b>	<b>2021</b>	<b>Difference</b>
Adults Arrested	61	64	+3
Juveniles Arrested	1	2	+1
	<b>2020</b>	<b>2021</b>	<b>Difference</b>
<b>Property Value Reported Stolen</b>	\$71,851.00	\$30,899.00	-\$40,952.00
<b>Property Value Recovered</b>	\$53,983.00	\$10,240.00	-\$43,743.00

# July 2022



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Fourth of July – Office Closed	5 Garbage Pick Up Township Council Meeting – 7:30 pm	6	7 Planning Board Meeting 7:30 pm	8 Recycling Pick Up	9
10	11 Open Space Meeting – 7:00 pm	12 Garbage Pick Up	13	14	15	16
17	18 Recreation Committee Meeting-8:00 pm	19 Garbage Pick Up Township Council Meeting – 7:30 pm	20	21 Planning Board Meeting 7:30 pm	22 Recycling Pick Up	23
24	25	26 Garbage Pick Up Board of Health Meeting 7:30 pm	27	28 Environmental Commission Meeting 7:30 pm	29	30
31						

## **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 attendant, and a part-time Animal Control Officer.

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.

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, COVID 19 vaccinations, 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.

Residents are reminded that it is everyone's responsibility to lessen the risk of exposure to COVID-19 by adhering to social distancing protocol and the wearing of masks. Vaccinations and boosters are encouraged. Disposable gloves and face masks should be discarded in the nearest trash or placed into a plastic bag until which time a trash receptacle is available.

The State of New Jersey supplies free rabies vaccines to Townships upon request. The Township held the annual Free Rabies Clinic and dog license registration on April 17<sup>th</sup>. Our goal was to vaccinate up to 300 dogs or cats while keeping the employees, the veterinarian, volunteers, and those attending the Clinic safe. All attendees were required to practice social distancing and to wear a mask. A pet handler escorted pets inside the DPW garage to the veterinarian and were brought back to the designated outside collection area. The attendees were cooperative and appreciated the

Township efforts in holding the free clinic. The event was possible due to the State providing the vaccines and the efforts of the Township employees, Board of Health volunteers, and Dr. Carlos.

Residents are encouraged to protect themselves and their pets from rabies by having their pet inoculated, which greatly reduces the risk of rabies. Obtain a dog license for your pet(s), early identification of a biting animal can save time and assist in determining the need for post exposure treatment. Dog licenses are issued during the hours of 8:30 a.m.-1:30 p.m. Monday through Friday, at the Municipal Building Health Department and are required by the State of New Jersey. Proper documentation, including a valid rabies certificate, and payment may be submitted by mail or placed into the night drop box outside the Administration Offices for processing. Licensing your dog also expedites the return of your pet should they be lost or in the pound.

Pet waste can pollute our waters. Pet owners and those caring for your pet are urged to immediately and properly dispose of pet waste deposited on any public or private properties.

The Township Health Department enjoys a unique relationship with BARKS (Byram Animal Rescue Kindness Squad), which assists the Township with animal rescue.

The Holiday Giving Tree Program, to assist families in need during the Holiday season was a great success. Thank you to Classic Bagel & Deli and Salt for providing the gift drop off locations. All this would not be possible without the generosity of the Byram residents, the Kiwanis Club, Waterloo Neighborhood Pantry, and the efforts from the volunteers who assisted.

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, SMA blood work). In addition to hearing resident requests for waivers from septic and well regulations, managing the annual rabies clinic and other issues related to animals, radon awareness, water quality and septic management.

# August 2022



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	Garbage Pick Up 2	3	4 Planning Board Meeting 7:30 pm	Recycling Pick Up 5	6
7	8 Open Space Meeting 7:00 pm	9 Garbage Pick Up	10	11	12	13
14	15 Recreation Committee Meeting-8:00 pm	16 Garbage Pick Up Township Council Meeting – 7:30 pm (day changed)	17	18 Planning Board Meeting 7:30 pm	19 Recycling Pick Up	20
21	22	23 Garbage Pick Up	24	25 Environmental Commission Meeting 7:30 pm	26	27
28	29	30 Garbage Pick Up	31			



## **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. The Construction Official is full-time and serves as the Building Sub-code Official. The Plumbing, Electrical and Fire Subcode Officials are all part-time. The office is also staffed with a part-time Technical Assistant who provides clerical support as well as assistance to homeowners applying for permits. The Construction Department also serves Netcong Borough through a shared services agreement.

The Construction Department Office hours are:

Monday -Friday 8:00 a.m. – 12:00 p.m.

Permit pick up hours are Monday - Friday 8:30 a.m. – 11:30 a.m.

Inspection requests are now able to be made via the Byram SDL Portal. <https://www.sdlportal.com/towns/nj/sussex/byramtwp> Simply create a log in and you will have access to your permit application status and make inspection requests. Coming soon you will be able to submit permit applications using the Portal as well. Please do not email inspection requests or permit applications. The referenced “office” hours are the hours that the pass-through window is open for business. Construction permit tech sheets are located on the wall in the lobby so that contractors and residents alike may ‘grab and go’ with whatever paperwork they may require to get started on their application process. The window was installed to limit contact and through which all permit transactions are made therefore keeping personal exposure to a minimum. If the window blind is closed permit applications can be placed in the wall bin to the right of the window. If the building is closed or if you are uncomfortable with entering the building the locked drop box on the outside of the building can be used to deliver your applications.

	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>New Construction – Residential</b>	12	0	2
<b>New Construction- Commercial</b>	4	0	0
<b>Permits Issued</b>	763	558	693
<b>Certificates of Occupancy</b>	11	9	13
<b>Certificates of Approval</b>	553	352	407
<b>Inspections</b>	1221	1534	2241

## **DEPARTMENT OF PLANNING AND 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 subdivisions, site plans, and variance applications. It is also responsible for long-term planning through the Master Plan Amendments and Land Development Ordinance revisions. The Land Use Board meets on the first and third Thursdays of each month at 7:30 p.m., with a 2021 average meeting length of approximately 2.5 hours, with the potential for special meetings, 3 of which were held in 2021. The Board is served by two advisory groups, the Environmental Commission (EC) and the Architectural Review Committee (ARC). Staff consists of a Planning Director, a position held by the Township Manager, and a full time Land Use Technical Assistant, who is certified by Rutgers.

The Land Use Technical Assistant meets with commercial and residential property owners of the Township who seek to make changes to their property, reviewing application documentation and requirements for hearings. They also provide guidance to the public regarding Municipal Land Use Law (MLUL) and Byram Township zoning regulations. Documentation for applicants seeking a variance is reviewed in an estimated 15-45 minutes, depending on the complexity of the application, and is generally discussed at the municipal office's front counter. Documents reviewed include the variance application, zoning tables, surveys, tax maps, photos, architectural drawings, site plans, and any other relevant information. Typically, applicants discuss the details of their property with the Land Use Technical Assistant and Zoning Officer, who clarify measurements, ordinances, codes, and MLUL. Over 40 applications have been submitted for review in 2021, with additional applications being reviewed with members of the public, but not yet having been submitted. Regarding the influx of variance and site plan applications in 2021, one consideration may be COVID-19's impact. With more people staying home, the data displayed in the "2021 Planning Board Annual Data" table may suggest an increased interest in home renovations and business improvements, as well as bringing structures up to code.

The Land Use Technical Assistant provides full support to the Land Use Board Members and Board Professionals. Their office hours are from 8:30 a.m. to 4:30 p.m., Monday through Friday, and can be reached at (973) 347-2500 Ext. 132.

### **Byram Township Has Four Key Commercial Development Zones:**

#### **The Village Center Zone (V-C Zone)**

The primary purpose of the VC Zone is to provide for carefully planned development, through mixed-uses and specific commercial and residential developments, oriented around a civic green. The Village Center Zone is intended to provide pedestrian oriented commercial services to planned and existing residential neighborhoods, and to create a new "center" as a community focus for the Township.

#### **The Village Business Zone (V-B Zone)**

The Village Business Zone envisions new commercial development and is intended to complement and be influenced by development to take place in the Village Center Zone. The VB Zone plans for new commercial development and promotes the redesign or redevelopment of existing commercial areas to establish a village-like downtown that anticipates pedestrian and bicycle traffic.

- In 2021, applications for Byram Route 206 Developers (Wawa), Raimo of Stanhope, Skylands Surgery Center, and the Center for Humanistic Change were approved.

#### **The Neighborhood Commercial Zone (N-C Zone)**

The uses in this district are intended to complement existing business and provide additional retail and service businesses.

- In 2021, applications for the business on Route 206 known as 263 Route 206, Mountainside Country Store and Garden Center, and DeRosa Enterprises were approved.

**Industrial, Professional, Recreation Zone (IPR Zone)**

The uses in this district are intended to encourage the development of clean industrial, professional office parks, or commercial recreation/entertainment type uses.

- In 2021, an application for Anty Trucking (DJA of Byram) was approved.

**Byram Township continues to encourage sustainable, economic development.**

<i>2021 Planning Board Annual Data</i>			
Site Plan Applications (Includes Site Plan Waivers)	<b>2019</b>	<b>2020</b>	<b>2021</b>
Approved	9	12	18
Denied	0	0	0
Subdivisions	<b>2019</b>	<b>2020</b>	<b>2021</b>
Approved	1	0	0
Denied	0	0	0
Variance Applications	<b>2019</b>	<b>2020</b>	<b>2021</b>
Approved	16	12	22
Denied	0	0	1

**ARCHITECTURAL REVIEW COMMITTEE**

- The Architectural Review Committee (ARC) is an advisory panel to the Byram Township Planning Board consisting of five to eight members, including two sitting members of the Planning Board, two members of the general public, and one Township employee. All members are appointed annually by the Township Council.
- The ARC reviews development proposals and recommends 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. Configuration, style, construction techniques, and materials of proposed buildings and renovations are reviewed with respect to the preferred design standards for elements such as facades, roofs, fences, walls, and awnings.

# September 2022



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Planning Board Meeting 7:30 pm	2 Recycling Pick Up	3
4	5 Labor Day – Office Closed	6 Garbage Pick Up	7	8	9	10
11	12 Open Space Meeting 7:00 pm	13 Garbage Pick Up	14	15 Planning Board Meeting 7:30 pm	16 Recycling Pick Up	17
18	19 Recreation Committee Meeting-8:00 pm	20 Garbage Pick Up	21	22 Environmental Commission Meeting 7:30 pm	23	24
25	26	27 Garbage Pick Up	28	29	30 Recycling Pick Up	
		Board of Health Meeting 7:30 pm				

## **OPEN SPACE COMMITTEE**

- The Open Space Committee is a “committee of committees” with representatives from the Township’s other appointed boards.
- The committee is comprised of the Township Manager, a member of the Township Planning Board, a member of the Environmental Commission, a member of the Recreation Committee, one citizen of the Township holding no other elected or appointed position, a member of the Township Council, and a citizen of the Township who may hold another elected or appointed position. This provides a broad range of representation and the ability to coordinate the committee’s activities with other Township initiatives.
- The Open Space Committee oversees the administration of the management and acquisition of public open space properties.
- The set of community Open Space goals designed to inform future acquisitions and maintenance and development of recreational facilities are:
  - Provide for the present and future recreational needs of ALL Byram residents.
  - Make optimal use of the Township’s open space and recreational assets to foster a greater sense of community.
  - Maintain the existing open space and recreational facilities in a fiscally responsible manner.
  - Use Open Space acquisitions to establish a Township-wide trails system.
  - Continue the comprehensive land acquisition strategy that includes protection of defined “Greenways” within the Township.
  - Protect the important natural assets of the Township, acting as responsible stewards of the forests and other natural features.
  - Protect the drinking water of Township residents.
- In 2021, the local Byram Open Space tax collected \$110,430. There remains \$264,000 of bond debt payments from previous acquisitions.
- The Open Space Committee is responsible for the preparation of an Open Space and Recreation Plan (OSRP) that is to be used in conjunction with applications for participation in the Green Trust Planning Incentive funding category and submitted to other sources of funding to fulfill the purposes for which the Open Space Trust fund was created. The OSRP can be located here: [https://www.byramtwp.org/useruploads/docs/Byram\\_OSRP\\_63020.pdf](https://www.byramtwp.org/useruploads/docs/Byram_OSRP_63020.pdf)
- In 2021, the Byram Township Open Space Committee recommended the appointment of the Township’s Forester, Gracie & Harrigan, to support the maintenance of Byram open space lands.
- Each year the Open Space Committee recommends to the Governing Body a deer management program that was supported when the Mayor and Council adopted resolution 189-2021 for Deer Hunting on Municipally owned property for the 2021-2022 Hunting Season.
- At the December 13, 2021 meeting, the Open Space Committee compiled their major accomplishments for the 2021 year, including:
  - The design of the township dog park
  - The submitted application for the Sussex County Trail Grant
  - The 2021 Timber Sale
  - An Invasive Species Removal Day, hosted by Heather Gracie at Tamarack Park, at which volunteers removed Japanese barberry and garlic mustard over a span of roughly 2 acres.
  - Forest Stand Improvement measures, including marking trees within Stand 20 at the Cranberry Overlook/Johnson property, totaling 95 trees. The Committee approved a vendor to begin stand improvement work in January of 2022.
- At the December 13, 2021 meeting, the Committee set forth their objectives for the upcoming year. These goals are as follows:
  - Determine and implement a goal-oriented funding model, to be used on future projects
  - Byram Trail Work, including trail identification, mapping, maintenance, and improvements, which involves identifying a trails app to suggest to the public for better trail navigation.
    - Trails identified as the focus for 2022 include the three CO Johnson trails and the three trails highlighted in the Sussex County Trails Grant application, including Tamarack Park, Cranberry Overlook, and along Old Indian Spring Road.
    - After the trails and apps are identified, the Committee seeks to determine a marketing approach to promote the township trails.
  - Completion of the dog park

- Progress on CO Johnson Park improvements
- Pursue kayak launch location possibilities, including locating accessible areas and marketing existing launch points
- Research and determine locations for a park / playground in East Brookwood, to generate a “destination spot” in the area
- Pursue installing a gazebo in Tamarack Park, and determine the scope of details including cost, utilities, and placement
- Research other potential funding options and network with other townships for ideas and events

## **ENVIROMENTAL COMMISSION**

### 2021 Environmental Commission Annual 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! EC meets the fourth Thursday of each month and is comprised of Township volunteers, Planning Board Liaison and Council Liaison and is supported by a shared part-time Secretary.

- Supported several Township grants including the Community Forestry Management Plan and community initiatives such as Clean Communities Program
- EC continues to monitor progress on various bills and initiatives including single use plastic bags, metal can disposal program, forest management bills and water quality report (in particular, impairments on Lubbers Run). In addition, EC monitors projects such as climate change project
- EC sponsored a community TREX plastic bag challenge, collected 500 lbs. of soft plastics and was awarded a park bench that will be placed at Tamarack Park
- Reviewed and submitted comments on several DEP and NJDOT proposals
- Researched lot disturbance / coverage ordinances from local towns and presented a recommendation to Council to modify impervious coverage/lot disturbance ordinance
- Reviewed and provided comments to the annual Stormwater Management letter and recycling postcard
- EC members continued to actively participate in the Musconetcong River Management Council and Community Action Group. EC continued to work with Greener by Design/Open Space on the Parks and Recreation Plan and provided comments for the CO Johnson Park redesign
- EC supported girl scout silver award project regarding trail use
- EC member attended meetings for Open Space
- EC chair met with Representative Sherrill’s staff regarding protecting our rivers and to obtain funding
- Reviewed Tilcon Quarry annual license application and provided comments
- Closed the 2020 ANJEC Grant
- Posted guide to what can and cannot be recycled and information on spotted lanternfly
- Replaced the damaged evergreen tree at Municipal Building
- Purchased hand tools for EC member/volunteer use in future trail clean-up events
- Reviewed and provided comments on 32 planning board applications, including several commercial applications
- EC events this year included Arbor Day, a Spring trail clean-up with the Township Forester and a Fall invasive species education program/trail clean-up

- EC members attended many training sessions this year, including those which supported the Township’s Community Forestry Management Plan annual requirements
- Membership changes this year included establishing a new chair and co-chair; renewal of three members for 2021 and resignation of two members

**Click for Environmental Commission:**

[https://www.byramtpw.org/index.php/town\\_hall/committees\\_detail/environmental\\_commission](https://www.byramtpw.org/index.php/town_hall/committees_detail/environmental_commission)

## **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 a 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. In 2021, we had several properties with significant violations related to tract disturbances, property maintenance, and other zoning issues. All homeowners and businesses are strongly encouraged to reach out with any questions or uncertainty. Please call 973- 347-2500 x 131.

<b>2021</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>Incr. over 2021</b>
<b>Zoning Permits</b>														
Zoning Permits Approved	6	9	17	13	16	21	12	29	20	21	14	9	187	117%
Zoning Permits Denied	2	0	0	1	2	1	0	2	1	1	1	3		
Change of Tenant Permits Approved	1	0	1	0	1	0	2	1	2	1	1	0	10	42%
<b>Investigation of Violations</b>														
Verbal Warnings	0	0	2	0	0	10	2	2	3	2	3	4	28	180%
Notices of Violations	18	5	6	5	12	6	11	2	3	2	3	3	76	-11%
Summons Issued	0	0	1	15	11	0	0	0	0	0	0	0	27	50%
<b>Signs Removed from Roadside</b>														
	0	0	0	2	2	0	0	0	0	0	0	3	7	-82%

# October

## 2022



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	Garbage Pick Up 4 Township Council Meeting – 7:30 pm	5	6 Planning Board Meeting 7:30 pm	7	8
9	10 Open Space Meeting 7:00 pm	Garbage Pick Up 11	12	13	Recycling Pick Up 14	15
16	17 Recreation Committee Meeting-8:00 pm	Garbage Pick Up 18 Township Council Meeting – 7:30 pm	19	20 Planning Board Meeting 7:30 pm	21	22
23	24	Garbage Pick Up 25	26	27 Environmental Commission Meeting 7:30 pm	Recycling Pick Up 28	29
30	31					



## 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

2021	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
DWI	2	1	1	2	1	2	3	6	1	1	2	n/a	
TRAFFIC	42	38	74	109	60	63	51	70	68	105	100	n/a	
PARKING	1	0	1	1	0	0	1	1	3	0	0	n/a	
DP/PDP	13	4	15	2	8	12	31	16	18	8	7	n/a	
OTHERS	1	0	0	0	1	0	3	1	5	0	1	n/a	
INDICTABLE	19	3	0	62	8	1	9	0	10	10	8	n/a	

2020	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Court Revenue	\$ 1,405.54	\$ 1,293.92	\$ 2,583.88	\$ 2,669.98	\$ 4,323.12	\$ 3,145.88	\$ 3,213.78	\$ 2,028.72	\$ 3,308.08	\$ 3,755.72	\$ 2,096.00	\$ 2,877.33	\$ 32,701.95

# November

## 2022



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Garbage Pick Up 1	2	3 Planning Board Meeting 7:30 pm	4	5
6	7 Open Space Meeting 7:00 pm (day change) Curbside Leaf Pick Up	8 Garbage Pick Up	9	10	11 Recycling Pick Up Veteran's Day Office Closed	12
13	14 Township Council Meeting – 7:30 pm	15 Garbage Pick Up Environmental Commission Meeting 7:30 pm (day change)	16	17 Planning Board Meeting 7:30 pm	18	19
20	21 Recreation Committee Meeting-8:00 pm	22 Garbage Pick Up Board of Health Meeting 7:30 pm	23	24 Thanksgiving Office Closed	25 Recycling Pick Up Day After Thanksgiving Office Closed	26
27	28	29 Garbage Pick Up	30			

## LAKELAND EMERGENCY SQUAD

2021 was ushered in with the continuously changing requirements and challenges that the COVID-19 pandemic has been presenting to all of us. Lakeland was able to rise to and meet that challenge of being able to continue to provide our services to the communities we serve with the level of professionalism and care that you have all come to expect. Those challenges have stressed and stretched us in ways no one could have imagined, anticipated, or expected.

The added safety measures that were put in place for both our patients and providers in 2021 are still in place in conformance with the CDC guidelines and State mandates.

We are still managing to do more with less and it is just as daunting now as it was in 2021. We continue to consider ourselves fortunate that we are able to still respond when needed. We wish to thank everyone who has been able to assist us in that endeavor from the Mayors and Councils to those who have decided to join and help us do the work we do and to those who have assisted us with their donations.

The number of Man-hours shown below more accurately reflects the number of hours our volunteers and staff dedicate to making sure that our communities are covered 24/7/365.

Planning and preparing for seamless operations and whatever comes next remains an on-going process. We are grateful for the opportunity to serve you and look forward to continuing that service going forward as we have for the last 80 years.

If any residents from Byram Township, Andover Borough, Andover 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) where you can find an application. All training is provided at no cost to you.



<b>Lakeland Emergency Squad 2021</b>	
<b>Byram Township Call Outs/Responses</b>	<b>531</b>
<b>Other out of town Call Outs/Responses</b>	<b>735</b>
<b>Total Call Outs/Responses</b>	<b>1266</b>
<b>Miles Traveled</b>	<b>26,650</b>
<b>Manpower Field Hours</b>	<b>18,697.21</b>

"Proudly Serving Sussex County for 80 Years"  
Andover Borough | Andover Township | Byram Township

# December

## 2022



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Planning Board Meeting 7:30 pm	2	3
4	5 Curbside Leaf Pick Up	6 Garbage Pick Up Township Council Meeting – 7:30 pm	7	8	9 Recycling Pick Up	10
11	12 Open Space meeting 7:00 pm	13 Garbage Pick Up Environmental Commission Meeting 7:30 pm	14	15 Planning Board Meeting 7:30 pm	16	17
18	19 Recreation Committee Meeting-8:00 pm	20 Garbage Pick Up Township Council Meeting – 7:30 pm	21	22	23 Recycling Pick Up Christmas Day Observed Office Closed	24
25	26 Day After Christmas Office Closed	27 Garbage Pick Up	28	29	30	31

## **FIRE DEPARTMENT**

### **Year in Review**

2021 continued to show an increase in call volume every year. We have also seen a 60% increase in calls in the last 5 years. Again, the Fire Department never missed a call this year. As we continue to forge through the pandemic, the fire department continued to worked hand in hand with Lakeland First Aid Squad and the Byram Police Department. The Department is working in tandem with the Township's capital improvement plan to continue our goal of combining our 24-year-old Engine1 and 20-Year-old Rescue 3 into a new combined Rescue Engine. This will help with a safer response to Motor vehicle accidents, reduce the fleet, save money on maintenance repairs, and upgrade the last engine. We would like to take a minute to thank the community for the continued support for all our fundraisers, community events and everywhere else they step up to make sure we are taken care of. In early 2021 our Cranberry Firehouse had significant damage to the roof from the large snowstorms we had. The Department took out a loan to fix the roof and the damage that occurred inside the hall, meeting room and the downstairs. We wish everyone a happy and healthy 2022 and we hope not to see you.

### **About the Fire Department:**

The Byram Township Fire Department completed its 73<sup>rd</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 48 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-(1998) -1000 gallons of water, 2000 GPM Pump
  - Tender 7- (2001) - 2000 gallons of water, 500 GPM Pump
  - Rescue 3- (2000) - 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-yr. 2019- 1000 gallons of water, 2000 GPM Pump
  - Tender 5-yr. 2007- 2200 gallons of water, 750 GPM Pump
- ❖ Lee Hill emergency services building on Lee Hill Road
  - Engine 4-2015- 1000 gallons of water, 1500 GPM Pump

### **The Fire Department consists of the following officers:**

#### **Firematic Officers**

(All things related to Fire incidents, etc.)

Chief-Todd Rudloff  
Assistant Chief-Mike Pellek  
Captain-John McConnell  
Captain-Michael Sawicki

Lieutenant – Shawn Pond  
Lieutenant – Derek Plantamura  
Lieutenant – Mark Hopkins

#### **Administrative Offices**

(Buildings, Hall Rental, etc.)

President- Casey Margo  
Vice Pres- Gary Gard  
Treasurer- CJ Webber  
Secretary- Garrett Lonzello  
Asst Treasurer- C.J. Webber

All the officers can be reached at the Cranberry Lake Fire House, at 973-347-2662.

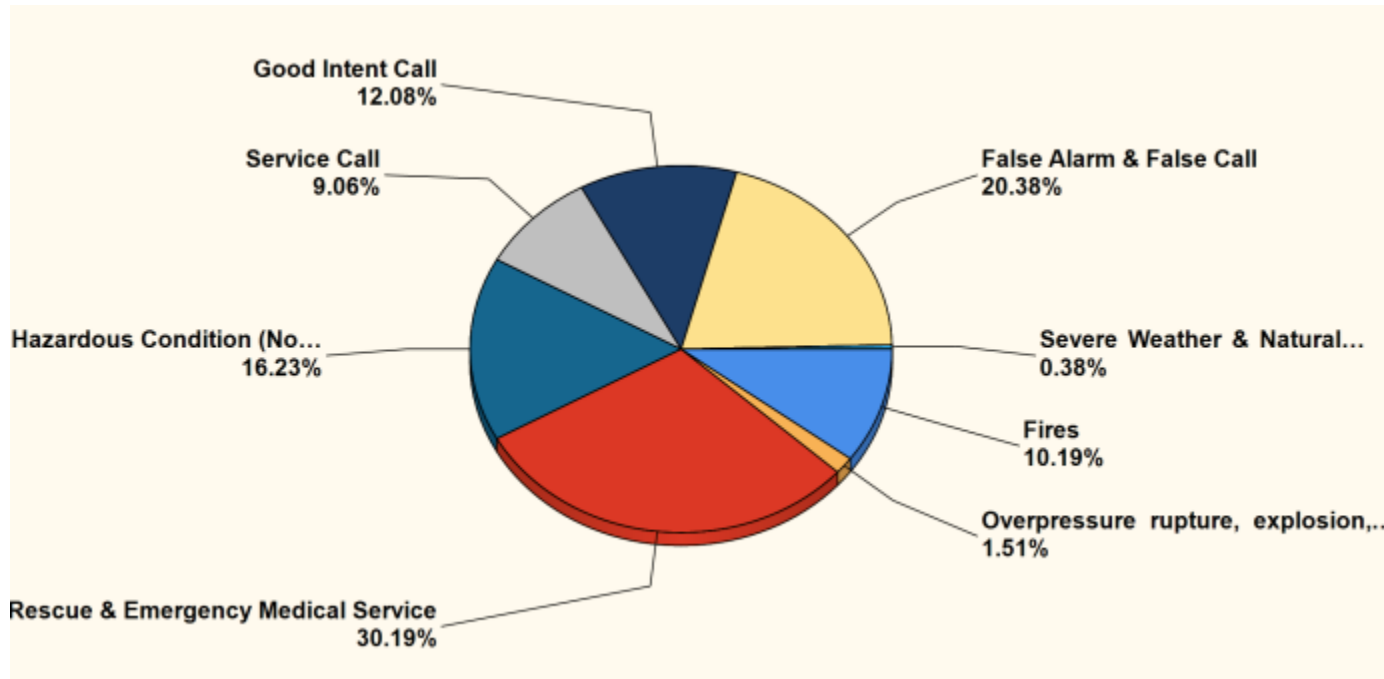
The Fire Department Association owns and operates the Cranberry Lake and Lake Lackawanna buildings; the Lee Hill emergency services building is owned by the Township. The Firematic officers are supported with funding from the Township for fire suppression, fire prevention, and public education efforts.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



<https://www.facebook.com/Byram-Twp-Fire-Department-139557312747134/>

*Visit Our Website*

[www.byramfd.com](http://www.byramfd.com)



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	27	10.19%
Overpressure rupture, explosion, overheating - no fire	4	1.51%
Rescue & Emergency Medical Service	80	30.19%
Hazardous Condition (No Fire)	43	16.23%
Service Call	24	9.06%
Good Intent Call	32	12.08%
False Alarm & False Call	54	20.38%
Severe Weather & Natural Disaster	1	0.38%
<b>TOTAL</b>	<b>265</b>	<b>100%</b>

**Detailed Breakdown by Incident Type**

<b>INCIDENT TYPE</b>	<b># INCIDENTS</b>	<b>% of TOTAL</b>
100 - Fire, other	1	0.38%
111 - Building fire	11	4.15%
113 - Cooking fire, confined to container	1	0.38%
114 - Chimney or flue fire, confined to chimney or flue	2	0.75%
131 - Passenger vehicle fire	7	2.64%
142 - Brush or brush-and-grass mixture fire	4	1.51%
151 - Outside rubbish, trash or waste fire	1	0.38%
200 - Overpressure rupture, explosion, overheat other	1	0.38%
222 - Overpressure rupture of boiler from air or gas	2	0.75%
251 - Excessive heat, scorch burns with no ignition	1	0.38%
300 - Rescue, EMS incident, other	1	0.38%
311 - Medical assist, assist EMS crew	6	2.26%
322 - Motor vehicle accident with injuries	54	20.38%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.38%
324 - Motor vehicle accident with no injuries.	6	2.26%
341 - Search for person on land	1	0.38%
350 - Extrication, rescue, other	1	0.38%
352 - Extrication of victim(s) from vehicle	7	2.64%
361 - Swimming/recreational water areas rescue	1	0.38%
362 - Ice rescue	1	0.38%
381 - Rescue or EMS standby	1	0.38%
411 - Gasoline or other flammable liquid spill	1	0.38%
412 - Gas leak (natural gas or LPG)	6	2.26%
424 - Carbon monoxide incident	15	5.66%
440 - Electrical wiring/equipment problem, other	1	0.38%
442 - Overheated motor	1	0.38%
444 - Power line down	17	6.42%
445 - Arcing, shorted electrical equipment	1	0.38%
461 - Building or structure weakened or collapsed	1	0.38%
521 - Water evacuation	5	1.89%
531 - Smoke or odor removal	1	0.38%
551 - Assist police or other governmental agency	2	0.75%
561 - Unauthorized burning	1	0.38%
571 - Cover assignment, standby, moveup	15	5.66%
600 - Good intent call, other	1	0.38%
611 - Dispatched & cancelled en route	9	3.4%
622 - No incident found on arrival at dispatch address	3	1.13%
631 - Authorized controlled burning	4	1.51%
632 - Prescribed fire	2	0.75%
651 - Smoke scare, odor of smoke	8	3.02%
652 - Steam, vapor, fog or dust thought to be smoke	3	1.13%
653 - Smoke from barbecue, tar kettle	2	0.75%
735 - Alarm system sounded due to malfunction	54	20.38%
812 - Flood assessment	1	0.38%
<b>TOTAL INCIDENTS:</b>	<b>265</b>	<b>100%</b>

# January 2023



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 New Year's Day Observed – Office Closed	3 Garbage Pick Up Town Council Meeting – Reorganization 7:30 pm	4	5 Planning Board Meeting Reorganization 7:30 pm	6 Recycling Pick Up	7
8	9	10 Garbage Pick Up	11	12	13	14
15	16 Martin Luther King Day Office Closed	17 Garbage Pick Up	18	19	20 Recycling Pick Up	21
22	23	24 Garbage Pick Up	25	26	27	28
29	30	31 Garbage Pick Up				