

Town Topics

Township of Livingston

Council Members

Arlene A. Johnson
 Rufino "Rudy" Fernandez
 Stephen A. Santola
 Gary S. Schneiderman
 Charles "Buddy" August

Township Manager

Michele E. Meade

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Winter 2010-2011

www.livingstonnj.org

Energy Audit Yields Positive Results

The Township of Livingston was fortunate to be able to take advantage of the Local Government Energy Audit Program. We did so by contracting with Steve Winters Associates to evaluate energy-saving options for the Township's municipal buildings.

Cost Offset

A 75% reimbursement provided through the New Jersey Clean Energy Program is offsetting the \$81,657 cost of the audit. In all, 22 municipal buildings housing various departments were evaluated. Recommendations were then made on ways in which to

(Continued on page 5)



Livingston's Free Public Library has come a long way since it was first established. See **Township Trivia** on page 8.

The new Municipal and Police Building on Livingston Avenue is completed – for more information, see **Municipal Moves**, below.



Municipal Moves

Back Home Again

Now that the Municipal and Police Building at 333-357 South Livingston Avenue offices is completed, municipal services have resumed on South Livingston Avenue.

Offices there are now open:
8:30 a.m. – 4:30 p.m.
Monday through Friday
 (except for posted holidays.)

Finding your Way

From the rear entrance and parking lot, the municipal offices are located on the right side of the building and the Police Department on the left.

The first floor of the municipal side includes the Municipal Court, Township Clerk, Finance Offices (including Tax Collection and Assessment, Purchasing and CFO), and the Township Manager's

Office. The second floor houses Building and Planning, Engineering and Public Works.

The building's layout was designed to save residents' time and make it easier for them to conduct their Township business by locating departments off central corridors and combining departments with complementary functions together.

(Continued on page 7)

Inside View:**Township Manager's Office**

The Township Manager's Office oversees every aspect of running the Township – from major planning to answering daily questions, and everything in between. Day-to-day and long-term, the Manager's office handles it all.

All their hard work each day serves to make the lives of Livingston's residents and businesses easier and better; and on top of it all, they enjoy doing it!

Township Manager

Michele Meade has been the Township Manager of Livingston since 2005. In 2010, she celebrated 20 years of serving in local government! She has served in three other New Jersey communities – New Brunswick, Freehold, and Maplewood – during her career, which began after receiving a Masters Degree in Public Administration from New York University.

Meade was recently installed as the Northeast Regional Vice President of ICMA, the International City/County Management Association, whose mission is to create excellence in local government. ICMA has nearly 9,000 members in 36 countries around the world. She previously served nine years on the Board of the New Jersey Municipal Manager's Association, including serving as President in 2002.

"After 20 years, I still love coming to work every day! What keeps me going is the desire to make the community a better place to live and do business, and also to share my passion for my work with my employees and empower them to provide great service," Meade stated.



Michele Meade and her assistant, Lorri Patino, review project deadlines.

Responsibilities

The Township Manager is the chief executive and administrative official of the municipality and is responsible for:

- executing the laws and ordinances of the municipality;
- directing the day-to-day operations of all municipal functions;
- appointing all personnel, with the exception of the Township Clerk;
- negotiating contracts, subject to Council approval, and executing contracts and improvements;
- preparing the municipal budget for submission to the Council; and
- advising the Council on the financial condition of the municipality.

In addition to all this, Meade is a member of the Planning Board and other Township committees, including the Open Space Committee and the Green Team.

Customer Service

An overarching responsibility of the Township Manager and the rest of the staff in the office is customer service. And, for them, these customers are the Livingston residents, business and property owners and employees.

"Calls, e-mails and letters from customers range from requests for curbing maintenance; to questions about how to recycle a refrigerator,

Michele E. Meade has been Livingston's Township Manager since 2005.



resolve drainage problems on a street, or resolve a conflict with a neighbor; information on understanding a local law or procedure; or how a resident can develop property," says Township Manager Michele E. Meade. "We get everything, and our goal is to either answer the question or get the person connected to the department that can answer the question as quickly as possible."



Among many other duties, Deputy Township Manager Russ Jones can often be found taking photos around the Township.

Russell Jones, Deputy Manager

Russell Jones is nearly always attending Township meetings or municipal events. – And much of the time, he's clicking away with his camera! In addition to photography being Jones' passion, all those photos provide an important pictorial documentary of ongoing activities within the Livingston community.

As Deputy Manager, Jones is responsible for all insurance issues, including chairing the Employee Safety Committee and serving as the Township's

(Continued on page 3)

Township Manager's Office (continued from page 2)

Livingston Municipal Government

Did you know that the most widely used and desirable form of government in the United States is the Council Manager? Well, it's true!

This type of governance allows for professional local management, and Livingston has a 53-year legacy of which it can be proud. In 1957, voters here adopted the Council Manager form of government, which was formed under the Optional Municipal Charter Law, also known as the Faulkner Act.

Under the Council Manager Form, the Township Council is elected at large to staggered 4-year terms and serves as the Township's legislative body. Council members are the policy leaders elected to represent the community and to concentrate on policy issues that are responsive to the community they serve.

The Council:

- establishes local laws;
- appoints the Township Manager and Township Clerk;
- appoints board and committee members;
- appoints non-employee professionals, such as the Township Attorney;
- approves contracts; and
- reviews, changes and adopts the municipal budget.

For more information visit www.livingstonnj.org, and click on "Council Manager Form of Government FAQ" compiled by the International City/County Management Association (ICMA).

representative to the Municipal Joint Insurance Fund. Jones serves as Recycling and Grants Coordinator, and has secured numerous grants from various sources for the community. He is also a contract administrator, provides great customer service, and acts in place of the Township Manager in her absence.

When Jones joined the Township in 1972, he brought an abundance of valuable experience. His work in Livingston has included previously working as a Building Inspector and Chief Financial Officer. Jones received a MBA from Fairleigh Dickinson University.

Support

Lorri Patino, Executive Assistant to the Township Manager, has been with the Township for 2 ½ years. Patino brings critical strong organizational skills to the office. Not only is she the right hand to the

Township Manager – monitoring budget information, keeping customer service requests on track, and insuring that communications to staff are handled in a timely manner – she also works closely with Township department heads to coordinate projects and deadlines.

Patino puts her warm and pleasant manner to good use, as she spends a lot of time answering questions from the public. She is a capable and important member of the team.

Barbara Slivinsky, Receptionist/Secretary

transferred from the Clerk's to Township Manager's office in 2010. She brought the responsibilities as the Township receptionist along with her. Since joining Livingston in 2005, Slivinsky has gained a wide knowledge of the Township organization and the various responsibilities of each department. That knowledge is put to good use every day, as she



Barbara Slivinsky is the Township receptionist. She also provides phone and clerical support for the Township Manager's office.

quickly and easily directs residents to the proper place.

Slivinsky's primary role is answering telephone questions posed by the residents, businesses and others who call the Township, and directing inquiries to the appropriate department when needed. She also supports the office by providing various clerical functions. She has a background as a receptionist and secretary and always greets the public with a smile in her voice.

So, the next time you find yourself at Township Hall, say "hello!" ■

Senior/Disabled Transportation Program

Thirty-Four Years

Since 1976, the Township of Livingston has offered transportation to senior citizens, sixty years of age and older, and to disabled residents of any age, free of charge. This popular program has evolved over time to meet the changing needs of residents. It now encompasses a handicap-accessible bus driven by Township employees, and an auxiliary vehicle driven by volunteers.

The Township is pleased to be able to offer residents a free Senior/Disabled Transportation Program. We are especially thankful to all our volunteer drivers for their hard work and dedication to providing a quality service to our residents who are most in need.

Longer Hours = Greater Convenience

The Transportation program operates Monday through Friday from 8:30 a.m. to 4:30 p.m., except when municipal offices are closed.

This past summer, the Township was able to hire two part-time drivers in lieu of one full-time driver. The positive result of that change has been an **additional two hours per day of service!** The feedback we've received confirms that the additional hours of service are a great added benefit to our seniors.

Easy & Convenient

You may make reservations for transportation by calling 973-535-7925. Call any time **up to one week in advance**, but **no later than one day in advance**, of when you will need your ride. Employees of our Senior Youth and Leisure Services (SYLS) office serve as the communi-

cations and dispatch center for both passengers and drivers.

Most rides are provided to medical and dental services, food and mall shopping, community meetings and programs, and recreational activities. While those types of trips may be the most common, our drivers gladly travel to any Township-wide destination a resident may wish to visit. On average, we provide approximately 3,100 rides annually, all at no cost to our riders.

Good News

First: Many of those who use the Transportation Program were aware that our handicap-lift bus had been out of service due to having been in an accident. Now, that bus is back in service!

Second: The Township has just been informed that we've been successful in obtaining a \$60,000 grant from Essex County CDBG (Community Development Block Grant) program to obtain a new handicap-accessible bus! More news to come!

The Senior/Disabled Transportation Program Operates:
8:30 am – 4:30 pm
Monday – Friday
except when municipal offices are closed.
To schedule, call 973-535-7925
up to one week in advance, but no later than one day in advance.

Meet Your Drivers

Jeff LaCross began his career in driving with a desire to help special needs children. In his last position, he did just that by transporting disabled children for the Morris-Union Jointure commission.

Jeff's wife has been transporting



Above, the members of our Senior/Disabled Transportation Program: Office Assistant Liane Schkeeper, and Drivers Jeff LaCross and Kecia Tidwell.

senior citizens for twenty-plus years. Last summer, Jeff had the opportunity to substitute in his wife's position. The experience convinced him that there was another segment of the population he wanted to serve: the aging population.

Kecia Tidwell, before joining us in Livingston, spent the past six years working for an adult day-care center. There, she was a transportation driver and provided one-on-one care for those needing daily assistance. Kecia's love for and desire to work with the elderly and disabled has led her to pursue a degree in Human Services. She is now in her second year of college, working toward that goal.

Kecia's personal philosophy is based on her late grandmother's words: "You should always treat people the way you would want to be treated." She holds these words close to her heart and applies this philosophy to her job working with senior citizens and the disabled.

More Info

The Township is proud of its ability to transport citizens and continuously assesses the Transportation Program to ensure that it is meeting the needs of our aging population. For more information, please e-mail us at recreation@livingstonnj.org ■

Energy Audit (continued from page 1)

lower and improve on energy costs – for example, using better insulation, new furnaces, light control fixtures, etc..

A Winning Proposition

The Energy Audit Report concluded with recommendations for updates and energy saving. The Report was submitted to, and reviewed and approved by, the New Jersey Clean Energy Program. The Township then received its reimbursement of \$61, 243.

The \$20,414 balance of the audit costs will also become available to

the Township once 25% of the total energy improvement costs per building studied are implemented.

The estimated total cost for all of these building improvements is \$18,900 – making this a very winning proposition!

Moving Forward

The next step in this process is to apply for a New Jersey Clean Energy Program grant under the Direct Install Program. Such a grant will allow the Township to make \$235,000 of necessary energy-related improvements for a cost of only \$53,000.

Total energy savings are expected to be \$63,000 per year ,which means that the payback on improvements will be made in less than a year. “This was an amazing opportunity,” said Rich Calbi, Township Engineer. “The Township was in the right place at the right time and was able to take advantage of leveraging results with the Direct Install Program.”



Township Trivia (continued from page 8)

Now, let’s see how well you’ve done!

Answers

1. In 1988, Agassi won the Grand Prix tennis tournament, held in Livingston from 1984 to 1989. It was the seventh title of his career.
2. On that day, the Olympic torch made a stop in Livingston on its way to Atlanta, Georgia, for that year’s Summer Olympics.
3. Chris Christie, our current governor and one-time Livingston resident.
4. They are wood turtles, red-headed woodpeckers, barred owls, bog turtles, great-blue herons, bobcats, red-shouldered hawks, and timber rattlesnakes.



Sixty years later, the Livingston Volunteer First Aid Squad is still going strong, serving residents, businesses and visitors in need.

5. In April of 1916, the Alpha Club and the Northfield Social Club joined together to officially establish the library. Today, Livingston’s library is one of the finest in the state. Come visit!
6. Though the First Aid Squad was originally part of the Fire Department and was formed in 1937, it didn’t become an independent entity until 1950. The original squad contained 20 members, and they responded to 152 emergency calls that year. Happy 60th Anniversary to all the dedicated First Aid Squad volunteers that have served us throughout the years!
7. Clara Maass! As a child, she lived on Sycamore Avenue. She died of yellow fever in Cuba, while participating in an experiment for a new vaccine to stop the spread of that deadly illness.
8. The Livingston Drive-In was a favorite around the area. It was in operation from 1961 to 1985.



Although it’s now the site of the Regent Park office complex, the Livingston Drive-In Theatre was a Livingston “hot spot” for 24 years.

9. The first Governor of New Jersey was William Livingston, for whom the Township is named. He served for 13 terms and was a signer of the Declaration of Independence.
10. They were the hamlets of Centerville, Cheapside, Morehousetown (now Livingston Circle), Northfield (now Northfield Center), Squiretown, Teedtown (now Livingston Center), and Washington Place (near the Millburn border).

A plaque in the Municipal Building commemorates the 1996 Olympic Torch relay stop here.



Serious About Water Conservation

Continually Improving

You may know that Livingston embraces water conservation, and that reusing reclaimed water is an integral part of our water management strategy. But, did you know that we recently completed a "Reclaimed Water for Beneficial Reuse Feasibility Study"? The study was done through a Walmart Grant of \$25,000 from the Sustainable Jersey Program, and was conducted by the engineering firm of O'Brien and Gere. Their goal:

To outline ways in which the Township can both save money and protect the environment and our resources.

What is Reclaimed Water?

Reclaimed water is wastewater (sewage) that has undergone primary, secondary and tertiary treatment (photo, right) and is reused after flowing out of a wastewater treatment plant. This process meets strict water quality requirements established by the New Jersey Department of Environmental Protection (NJDEP). Reclaimed water has become a valuable resource and an alternative to using potable (drinkable) water supplies for maintenance and cleaning. Livingston currently discharges 2 ½ million gallons per day of



this environmentally safe and clean wastewater into the Passaic River.

Reuse

Reuse is the deliberate application of the reclaimed water, in compliance with the state rules, for a beneficial purpose. The Township will apply to the NJDEP for a General Permit for Type IV Reclaimed Water for Beneficial Reuse (RWBR). These beneficial purposes may include uses such as sewer jetting, street sweeping, sewage treatment plant wash down, vehicle washing, certain industrial processes, and fire protection.

Expanding Services

"26,000 gallons of water per day is already being saved through using reclaimed water to carry chemicals to dechlorinate and clean the plant, as well as to lubricate seals and pumps," reported Joe Greco, Superintendent of Water Pollution Control. "Once the General Permit is issued, we can expand the savings to other areas." Expansion will include installing a filling station to use for sewer jetting and street sweeping operations. The Township had previously allocated capital funds for a vehicle wash station in order to comply with NJDEP Stormwater Management requirements. This vehicle wash station will be located at the sewage treatment plant in order to take advantage of readily available reclaimed water, rather than using potable water. ■

Christmas Tree Recycling

After the lights come off and the tree comes down, what do you do with it? Recycle it, of course!

Annual Event

Each year, the Department of Public Works (DPW) collects Christmas trees as part of the Township's recycling initiative. Last year, over 1,335 trees were chipped into mulch. They were used for flower beds and garden borders, and were also made available to residents for pickup, at no cost!

The collection and recycling program saves money from the cost of garbage disposal, since the Township is charged by weight to

remove bulk items – and it's environmentally friendly! Trees will be collected Monday through Friday from 8:00 a.m. to 4:00 p.m. starting on January 3, 2010. The program will end January 31, 2010. ■

Christmas Tree Recycling

Monday – Friday
8:00 am – 4:00 pm
01/03/11 – 01/31/11

Simply place your tree
out at the curb.

It's that easy!

For more information on Water Conservation, visit www.livingstonnj.org.

Click "Water" in the left column, then click "water conservation page" highlighted in blue near the center of the Water Department page



New Ordinances

Health Department Fees

Ordinance 16-2010 increases Health Department fees to reflect the actual current costs to the Township of providing certified birth, marriage and death transcripts, and for making corrections on such documents.

Roofed Open Porches

Ordinance 19-2010 allows roofed open porches to extend up to six feet into residential front yards, without any requirement that homeowners obtain a variance. This change is consistent with the recommendation of the 2007 Master Plan, and will serve to speed and simplify the process by allowing the Subdivision/Site Plan Committee to approve such minor improvements.

Amends Fence Ordinance

Ordinance 20-2010 amends the Township's six-year-old "Fence Ordinance." The changes respond to residents' concerns that limitations on the location and height of rear-yard fences had often resulted in the loss of use of a significant portion of the homeowner's rear yard.

The Ordinance was also amended to allow fences on rear and side residential properties to be built high enough to be effective against deer.

Skate Park Rules

Ordinance 21-2010 enacts rules and procedures to ensure safe and orderly operation of our new Skate Park. The requirements include purchasing a badge, signing a release of liability form, mandating adult supervision of children aged 7-10, requiring that helmets be worn as required by state law, and prohibiting food, drink, smoking and littering.

The Ordinance also provides for SYLS to offer skateboarding lessons on designated days and hours, and fixed the hours of operation of the Skate Park to be Monday to Saturday from 9 a.m. to dusk, and Sunday from 10 a.m. to dusk.

Street Openings

Ordinance 24-2010 adds a new section – "Street Openings" – to our Township Ordinances and revises the fee schedule for various building permits. This is consistent

with the Township's goal, where practicable, of assessing fees associated with municipal services to the individual property owner requesting and using the service, and are not subsidized by all taxpayers. By also establishing increases in certain fees – most significantly with regard to issuing permits allowing the opening of roads – the Ordinance helps protect the Township by ensuring that utility companies and private contractors properly repair Township streets.

Speed Limit on Beaufort

Ordinance 30-2010 establishes a single, consistent speed limit along the entire length of Beaufort Avenue. Following an investigation by the Livingston Police Department and a review by the Township Engineer, a decrease in the posted speed from 50 mph to 35 mph was found to be in the interest of safety, and furthers the expeditious movement of traffic. The speed limit change to 35 mph along the full length of Beaufort Avenue will become effective once approved by Essex County.

SYLS: At Your Fingertips

Community Pass

SYLS (Senior, Youth & Leisure Services) has initiated several innovative programs and services, including online program registration with Community Pass. This one-stop shopping approach allows residents to create a family account to sign up for any SYLS programs for everything from teen and youth programs to senior and adult enrichment. Residents can use a credit card online at Community Pass and in

person at the Senior-Community Center. These initiatives will not only help save time for busy families, but will also reduce costs and improve program administration while maintaining quality leisure activities for the entire family.

New & Improved Info

A new SYLS website was launched in September 2010. It provides residents with up-to-date information on programs, and announcements for upcoming events.

The website offers a link to Community Pass, downloadable forms and flyers, and a community calendar. It also contains information on policies and procedures for program registrations, and rules and regulations governing the pools, athletic fields and community parks.

Visit Us Online!

You can see our new website by visiting www.livingstonnj.org and clicking "Senior, Youth & Leisure" on the left, under "Departments."

Town Topics

357 South Livingston Avenue
Livingston, NJ 07039-3994

Phone: 973-992-5000
Fax: 973-535-7967

Visit us online at
www.livingstonnj.org

Town Topics

Editor

Judith A. Heller

Photography

Russell A. Jones, Jr.

Township Council Liaison

Arlene A. Johnson

Winter 2010-2011

Township of  Livingston

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Town Topics is a quarterly publication circulated to all Livingston residents, businesses and Township employees.

Welcome Back to Township Trivia!

Here's another chance to see how much you know about Livingston!

Once you've done your best, check out the answers on page 5...

Questions

1. Tennis great Andre Agassi has a connection to the Township of Livingston - what is it?
2. June 16, 1998, was a special day in Livingston. Why?
3. The back-up catcher on the Livingston High School championship baseball team of 1980 went on to achieve fame later in life. Who is he?
4. Eight endangered or threatened species of animals have been spotted in Livingston. Can you name them?
5. In what year was the Livingston Free Public Library officially established?
6. The Livingston First Aid Squad is celebrating an anniversary this year. Last year, they responded to 2,109 emergency calls. In what year was the squad originally formed as an independent entity, and how many calls did they respond to in that first year?
7. Who was the first nurse in the country to have a hospital named after her?
8. In 1985, a well-known Livingston hot spot located on Rte. 10 was demolished. What was it?
9. Who the first governor of New Jersey?
10. On February 5, 1813, the Township was officially incorporated. It was originally comprised of 7 small hamlets. What were they?

Municipal *(continued from page 1)*

Still at Hillside Avenue

The Senior, Youth & Leisure Services (SYLS) and Health Departments will continue to be located in the Senior-Community Center at 204 Hillside Avenue.

For information about Livingston Township services please visit our website at www.livingstonnj.org.