

JEFFERSON TOWNSHIP COUNCIL
 1033 WELDON ROAD
 LAKE HOPATCONG, NJ 07849
 973-208-6100
 www.jeffersontownship.net

JANUARY 5, 2022
 REORGANIZATION MEETING – 7:00 PM
 AGENDA

**TO THE EXTENT
 KNOWN AS OF
 12.30.21**

1. CALL TO ORDER – Township Clerk

This meeting is called pursuant to the provisions of the Open Public Meetings Law. This meeting of **January 5, 2022** was included in a list of meetings notice sent to the official newspapers of the Township, the Daily Record and the Star Ledger, on **January 8, 2021** and was posted on the bulletin board in the Municipal Building on **January 8, 2021** and has remained continuously posted as the required notices under the Statute. In addition, a copy of this notice is and has been available to the public and is on file in the office of the Municipal Clerk. The change in location was noticed on **June 11, 2021**.

2. ROLL CALL – Township Clerk

	Present	Absent
Mr. Birmingham		
Mr. Dunham		
Mr. Kalish		
Mrs. Senatore		
Mr. Smith		
Mr. Ryan, Township Attorney		
Ms. Reilly, Township Clerk		

Let the record reflect the following members of the administration are present: Mayor Wilsusen and Administrator Debi Millikin.

3. SALUTE TO THE FLAG – Township Clerk

4. INVOCATION

5. RECOGNITION OF DIGNITARIES – Township Clerk

6. STATEMENT OF DETERMINATION OF THE BOARD OF COUNTY CANVASSERS – Township Clerk

A Statement of Determination of the Board of Canvassers, relative to an Election held in the Township of Jefferson, County of Morris and State of New Jersey, for the election of certain Municipal Officers for the Municipality on the 2nd day of November, 2021.

The said Board does determine that at the said election:

Josh H. Kalish was duly elected to the office of Township Council for the unexpired term of one (1) year.

7. OATH OF OFFICE – Township Clerk

Josh H. Kalish, Township Council

8. ELECTION OF COUNCIL PRESIDENT – Township Clerk

The Township Clerk will take nominations for Council President

9. ELECTION OF COUNCIL VICE PRESIDENT – Council President

The Council President will take nominations for Council Vice President

10. MAYOR’S REPORT & APPOINTMENTS

MAYOR’S APPOINTMENTS

POSITION	NAME	TERM	EXPIRES
Economic Advisory Board	Kim Finnegan	3 Years	12/31/24
	Charlie Oberman	3 Years	12/31/24
	Steve Rush	3 Years	12/31/24
Land Use Board - Class I Member	Mayor Eric Wilsusen	1 Year	12/31/22
Land Use Board - Class II Member	Paul Castimore	1 Year	12/31/22
Land Use Board - Alternate 2	Thomas Galfo	2 Years	12/31/23
Land Use Board - Alternate 3	Christine Steelman	1 Year	12/31/22
Library Board of Trustees	Mayor’s Alternate: Linda Padula	1 Year	12/31/22
Library Board of Trustees	Jeanne Howe, Superintendent of Schools	1 Year	12/31/22
Morris Co. Community Development	Mayor w/BA as Alternate	1 Year	12/31/22
Municipal Alliance	Student #1	1 Year	12/31/22
	Student #2	1 Year	12/31/22
	Student #3	1 Year	12/31/22
	Student #4	1 Year	12/31/22
	Student #5	1 Year	12/31/22

MAYOR'S APPOINTMENTS WITH COUNCIL ADVICE AND CONSENT

POSITION	NAME	TERM	EXPIRES
Prosecutor	James La Sala, Esquire	1 Year	12/31/22
Alternate Prosecutor (1)	Lisa Thompson, Esquire	1 Year	12/31/22
Alternate Prosecutor (2)	Camile Kassar, Esquire	1 Year	12/31/22
Alternate Prosecutor (3)	Any Morris County Municipal Prosecutor	1 Year	12/31/22
Police Matrons (3 appointments)	Elizabeth Mueller	1 Year	12/31/22
	Andrea Sherrer	1 Year	12/31/22
	Vacancy	1 Year	12/31/22
Zoning Officer	Tom Mahoney	1 Year	12/31/22

Council Member	By	2 nd	Yes	No	Abstain	Absent
Mr. Birmingham						
Mr. Dunham						
Mr. Kalish						
Mrs. Senatore						
Mr. Smith						

11. MINUTES – December 15, 2022 (Regular)

Council Member	By	2 nd	Yes	No	Abstain	Absent
Mr. Birmingham						
Mr. Dunham						
Mr. Kalish						
Mrs. Senatore						
Mr. Smith						

12. CONSENT AGENDA* – Township Clerk

*Matters listed on the Consent Agenda Resolution are considered routine and will be enacted by one motion of the Council and one roll call vote. There will be no separate discussion of these items unless a Council member requests an item be removed for consideration.

*PERMITS/LICENSES: None for January 5, 2022

*APPOINTMENTS:

Member/Position	Appointment	Notes	Term	Expires
Deputy Clerk	Amanda Nevins	N/A	1 year	12/31/22
Land Use Board - Class III	Melissa Senatore		1 year	12/31/22

***CONSENT AGENDA RESOLUTIONS:**

- 22-01 Resolution Establishing 2022 Township Council Meeting Schedule
- 22-02 Resolution Designating Official Newspapers of the Township for 2022
- 22-03 Resolution Establishing Procedures for Written Requests of Regular 2022 Township Council Meeting Schedules, or Revisions Thereto, Pursuant to N.J.S.A. 10:4-19
- 22-04 Resolution Establishing Procedure for Public Comment Before the Jefferson Township Council
- 22-05 Resolution Certifying Compliance With The United States Equal Employment Opportunity Commission's 'Enforcement Guidance On The Consideration Of Arrest and Conviction Records In Employment Decisions Under Title VII Of The Civil Rights Act of 1964' Pursuant To P.L.2017, C. 183
- 22-06 Resolution Authorizing Participation in the Volunteer Tuition Credit Program
- 22-07 Resolution Appointing Special Police Officers
- 22-08 Resolution Appointing Assessment Search Officer
- 22-09 Resolution Appointing Public Agency Compliance Officer (PACO)
- 22-10 Resolution Authorizing Bonding for Township Officials and Employees
- 22-11 Resolution Authorizing Cancellation of Tax Overpayments or Delinquent Amounts Less Than \$10.00
- 22-12 Resolution Authorizing Water and Sewer Utility Billing Adjustments of Amounts Less Than \$10.00
- 22-13 Resolution Authorizing Recreation Department Billing Adjustments of Amounts Less Than \$5.00
- 22-14 Resolution Establishing the Rate of Interest to be Charged on Delinquent Taxes and Assessments
- 22-15 Resolution Establishing the Rate of Interest to be Charged on Delinquent Utility Payments
- 22-16 Resolution Authorizing a Formal Petty Cash Policy for All Departments Within the Township of Jefferson
- 22-17 Resolution Authorizing Prior Claims of Payments
- 22-18 Resolution Authorizing Prior Claims of Payments for the Recreation Department
- 22-19 Resolution Authorizing Participation in the Morris County Adaptive Recreation Program (McARP)
- 22-20 Resolution Authorizing the Appointment of the Deputy Emergency Management Coordinators
- 22-21 Resolution Awarding a Contract to Trinitas Physicians Practice LLC For The Employee Assistance Program
- 22-22 Resolution Awarding a Contract to New Horizons Forestry Inc. (Tim Slavin) For Forestry Services
- 22-23 Resolution Authorizing A Professional Services Agreement for Appraisal Services – McNerney & Associates, Inc.
- 22-24 Resolution Authorizing A Professional Services Agreement for Architectural Services – Fox Architectural Design, PC
- 22-25 Resolution Authorizing A Professional Services Agreement for Auditing Services - Wielkotz & Company, LLC
- 22-26 Resolution Authorizing A Professional Services Agreement for Bond Counsel Services - Hawkins, Delafield and Wood, LLP
- 22-27 Resolution Authorizing A Professional Services Agreement for Labor Attorney Services-Cleary, Giacobbe, Alfieri, Jacobs, LLC
- 22-28 Resolution Authorizing A Professional Services Agreement for Planning Services – J. Caldwell & Associates, LLC
- 22-29 Resolution Authorizing A Professional Services Agreement for Public Defender Services – Law Office Of Daniel P. Agatino, LLC

- 22-30 Resolution Authorizing A Professional Services Agreement for Risk Management Services And Appointing the Risk Management Consultant - Willis Of New Jersey
- 22-31 Resolution Authorizing A Professional Services Agreement for Tax Appeal Legal Services - Lavery, Selvaggi, Abromitis & Cohen, PC
- 22-32 Resolution Authorizing A Professional Services Agreement for Township Attorney Services - Laddey, Clark & Ryan, LLP
- 22-33 Resolution Authorizing the Payment of Bills
- 22-34 Resolution Setting 2022 Salaries Of The Council And The Council President Within The Range As Established By The Township's Salary Ordinance
- 22-35 Resolution Approving 2022 Cash Management Plan
- 22-36 Resolution Authorizing a Refund of Overpayment(s) of Taxes
- 22-37 Resolution Authorizing a Temporary Budget for the Calendar Year 2022

Council Member	By	2 nd	Yes	No	Abstain	Absent
Mr. Birmingham						
Mr. Dunham						
Mr. Kalish						
Mrs. Senatore						
Mr. Smith						

12. **PUBLIC COMMENT – Presiding Officer**
 Please state and spell your name and address for the record. Each speaker is limited to one (1) comment of no more than five (5) minutes and no yielding of time to another person.

13. **ADJOURNMENT AT _____ PM - Presiding Officer**

Michele Reilly, RMC, CMR
 Township Clerk
 973-208-6133 mreilly@jeffersontownship.net

CONSENT AGENDA RESOLUTION #22-01

“RESOLUTION ESTABLISHING 2022 TOWNSHIP COUNCIL MEETING SCHEDULE”

WHEREAS, Chapter 231 of the Public Laws of the State of New Jersey for 1975, known as the “Open Public Meetings Act”, requires notification of meetings of public bodies.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that the following schedule of Regular meetings of the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, for the year **2022** is hereby adopted.

BE IT FURTHER RESOLVED that Regular meetings, to discuss or act upon public business will **begin at 7:00 p.m.** on each of the dates set forth below, at the **Municipal Building, 1033 Weldon Road, Lake Hopatcong, New Jersey**, unless otherwise noticed below or as amended during the year by a vote of the Township Council.

REGULAR MEETING SCHEDULE

- | | |
|------------------------|---------------------------------------------|
| Wednesday, January 19 | Wednesday, July 13 |
| Wednesday, February 2 | Wednesday, August 10 |
| Wednesday, February 16 | Wednesday, September 7 |
| Wednesday, March 2 | Tuesday, September 20 |
| Wednesday, March 16 | Wednesday, October 5 |
| Wednesday, April 6 | Wednesday, October 19 |
| Wednesday, April 20 | Wednesday, November 2 |
| Wednesday, May 4 | Wednesday, November 30 |
| Wednesday, May 18 | Wednesday, December 14 |
| Wednesday, June 15 | Wednesday, January 4, 2023 - Reorganization |
| Wednesday, June 29 | |

BE IT FURTHER RESOLVED that the Township Clerk be and is hereby authorized and directed to post the meeting schedule on the official bulletin board located in the Municipal Building of the Township, to mail a copy of this resolution to **the Daily Record** and **the Star Ledger**, and to mail a copy of such schedule to those persons who may request such mailing provided they comply with **Resolution #22-03**, adopted by the Township Council on **January 5, 2022**.

CONSENT AGENDA RESOLUTION #22-02

“RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS OF THE TOWNSHIP FOR 2022”

WHEREAS, Chapter 37 of the Public Laws of the State of New Jersey for 1975, known as the “Open Public Meetings Act”, requires every public body, at its annual organization meeting, to designate two (2) newspapers for the purpose of giving them the annual meeting schedule required by said Act, and copies of the Adequate Notice as required by said Act; and

WHEREAS, the Act further requires that one such newspaper shall be known as the “official” newspaper.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that the following newspapers are most likely to inform the local public of public meetings and are therefore designated as follows:

1. That the official newspaper of the Township of Jefferson for the **year 2022** is hereby designated as **the Daily Record**.
2. That the second newspaper required by said Act for the **year 2022** is hereby designated as **the Star Ledger**.

CONSENT AGENDA RESOLUTION #22-03

“RESOLUTION ESTABLISHING PROCEDURES FOR WRITTEN REQUESTS OF REGULAR 2022 TOWNSHIP COUNCIL MEETING SCHEDULES, OR REVISIONS THERETO, PURSUANT TO N.J.S.A. 10:4-19”

WHEREAS, N.J.S.A. 10:4-19 allows for any person to request from the Township that he or she be mailed copies of any regular Township Council meeting schedule, or revision to said meeting schedule, together with the agenda of said meetings; and

WHEREAS, the Township Council wishes to set forth the procedures for such requests.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of Jersey, as follows:

1. Any such requests for the schedule of meetings or the agenda for all regular meetings, and any special meetings, or revisions to any of the regularly scheduled meetings, shall be made in writing to the Clerk of the Township; and
2. Such notices shall be forwarded to the person making the request at the time that they are made available to the general public; and
3. The person making the request can provide that the notifications and copies of the agenda be provided by regular mail or by email or by facsimile; and
4. The only obligation of the Township Clerk shall be to mail such notices to the address provided or to email such notices to the email address provided or by facsimile to the phone number provided; and
5. The Clerk shall keep a list containing the names and addresses of those persons making requests for mailings of notices, the date when such application was made, and shall also keep a record of the date which each and every notice was forwarded to said person.

BE IT FURTHER RESOLVED that there shall be no fee required to be paid to the Clerk for the providing of such notifications.

CONSENT RESOLUTION #22-04

“RESOLUTION ESTABLISHING PROCEDURE FOR PUBLIC COMMENT BEFORE THE JEFFERSON TOWNSHIP COUNCIL”

WHEREAS, the Jefferson Township Council provides for public comment during all of its public meetings; and

WHEREAS, Township Council is desirous of providing all members of the public with an opportunity to question or make comments to the Township Council; and

WHEREAS, the Township Council wishes to place a time limit on individual public comment.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson in the County of Morris and State of New Jersey, that there is hereby established a procedure for public comment before the Council whereby each speaker shall be granted no more than five (5) minutes and no more than one (1) appearance before each public comments section of any public meeting of the Council, unless said speaker specifically requests an extension of time and which extension is authorized by the Council.

BE IT FURTHER RESOLVED that this procedure shall not apply to any persons or parties that are scheduled to make a presentation before the Council.

CONSENT AGENDA RESOLUTION #22-05

“RESOLUTION CERTIFYING COMPLIANCE WITH THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION’S ‘ENFORCEMENT GUIDANCE ON THE CONSIDERATION OF ARREST AND CONVICTION RECORDS IN EMPLOYMENT DECISIONS UNDER TITLE VII OF THE CIVIL RIGHTS ACT OF 1964’ PURSUANT TO P.L. 2017, C. 183”

WHEREAS, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit’s hiring practices comply with the United States Equal Employment Opportunity Commission’s “Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964,” *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

WHEREAS, the members of the governing body have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit’s hiring practices as they pertain to the consideration of an individual’s criminal history, as evidenced by the group affidavit form of the governing body attached hereto.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Jefferson, County of Morris, State of New Jersey hereby states that it has complied with N.J.S.A. 40A:4-5, as amended by P.L. 2017, c.183, by certifying that the local unit’s hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required affidavit to show evidence of said compliance.

CONSENT AGENDA RESOLUTION #22-06

“RESOLUTION AUTHORIZING PARTICIPATION IN THE VOLUNTEER TUITION CREDIT PROGRAM”

WHEREAS, the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, deem it appropriate to enhance the recruitment and retention of volunteer firefighters and emergency medical volunteers in the Township of Jefferson; and

WHEREAS, the State of New Jersey has enacted P.L. 1998, c.145 which permits municipal governments to allow their firefighters and emergency medical volunteers to take advantage of the Volunteer Tuition Credit Program at no cost to the municipal government.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that the Volunteer Tuition Credit Program as set forth in P.L. 1988, c.145 is herewith adopted for the volunteer firefighters and emergency medical volunteers in the municipality.

BE IT FURTHER RESOLVED that the Mayor's Office of the Township of Jefferson is herewith delegated the responsibility to administer the program and is authorized to enter into all agreements and to maintain files of all documents as may be required under P.L. 1998, c.145.

BE IT FURTHER RESOLVED that copies of this resolution shall be forwarded to the Mayor's Office, Fire Department #1, Fire Department #2, Jefferson Township Rescue Squad, and Milton First Aid Squad.

CONSENT AGENDA RESOLUTION #22-07

"RESOLUTION APPOINTING SPECIAL POLICE OFFICERS"

WHEREAS, the Chief of Police has recommended and the Mayor and Administrator have approved the following individuals to be appointed to serve as Special Police Officers as identified below.

- **Peter Hausmann**
- **Joseph Macaluso**

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that said officers have been duly appointed for the **2022** calendar year in accordance with N.J.S.A. 40A:14-140 and 146:10.

CONSENT AGENDA RESOLUTION #22-08

"RESOLUTION APPOINTING ASSESSMENT SEARCH OFFICER"

WHEREAS, N.J.S.A. 54:5-18.1 requires the governing body to provide by resolution for the making of official certificates of searches as to municipal improvements authorized by Ordinance of the municipality, but not assessed, affecting any parcel or tract of land in such municipality in that a future assessment will be made thereon pursuant to such Ordinance.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that **Michele Reilly** is hereby appointed to the position of Assessment Search Officer until such time a resolution stating otherwise is adopted.

BE IT FURTHER RESOLVED that a certified copy of this resolution is forwarded to the Assessment Search Officer.

CONSENT AGENDA RESOLUTION #22-09

"RESOLUTION APPOINTING 2022 PUBLIC AGENCY COMPLIANCE OFFICER (PACO)"

WHEREAS, in accordance with N.J.A.C. 17:27-3.5 a public agency must annually designate an officer to serve as its Public Agency Compliance Officer; and

WHEREAS, the Public Agency Compliance Officer is responsible for assuring that no public contract may be awarded nor any monies paid until the contractor has agreed to contract performance which complies with the approved Affirmative Action Plan; and

WHEREAS, a copy of this resolution shall be sent to the Division of Contract Compliance & Equal Employment Opportunity in the Public Contracts office.

NOW, THEREFORE, BE IT RESOLVED, that the Township Council of the Township of Jefferson, County of Morris, State of New Jersey hereby appoint **William Eagen** as Public Agency Compliance Officer in the Township of Jefferson for the year **2022**.

CONSENT AGENDA RESOLUTION #22-10

"RESOLUTION AUTHORIZING BONDING FOR TOWNSHIP OFFICIALS AND EMPLOYEES"

BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that the following Township Officials and employees be bonded with a reputable bonding company in the amount set forth opposite their respective names.

BLANKET BOND COVERING ALL MUNICIPAL EMPLOYEES IN THE SUM OF..... \$ 1,000,000.00

Farmers Home Administration (Chief Financial Officer-required per loan agreement) \$ 40,000.00

CONSENT AGENDA RESOLUTION #22-11

**"RESOLUTION AUTHORIZING CANCELLATION OF TAX OVERPAYMENTS
OR DELINQUENT AMOUNTS LESS THAN \$10.00"**

WHEREAS, N.J.S.A. 40A:5-17.1 allows for the cancellation of property tax overpayments or delinquent amounts of less than \$10.00; and

WHEREAS, the governing body may authorize the Tax Collector to process, without further action on their part, any cancellation of property tax overpayments or delinquencies of less than \$10.00.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that the Tax Collector is hereby authorized to cancel said tax amounts as deemed necessary.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to the Tax Collector, the Chief Financial Officer and the Municipal Auditor.

CONSENT AGENDA RESOLUTION #22-12

**“RESOLUTION AUTHORIZING WATER AND SEWER UTILITY BILLING
ADJUSTMENTS OF AMOUNTS LESS THAN \$10.00”**

WHEREAS, under P.L. 1987 c.82 s.1, a Governing Body may authorize the approval of a Utility adjustment of an amount less than \$10.00; and

WHEREAS, the Auditor for the Township of Jefferson has recommended that these Water and Sewer Utility adjustments be approved by the Governing Body of the Township.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that the proper officers are authorized to make billing adjustments in amounts less than \$10.00 to the Water and Sewer Utility rolls.

BE IT FURTHER RESOLVED that adjustments in amounts over \$10.00 must be authorized by the Governing Body.

CONSENT AGENDA RESOLUTION #22-13

**“RESOLUTION AUTHORIZING RECREATION DEPARTMENT BILLING ADJUSTMENTS
OF AMOUNTS LESS THAN \$5.00”**

WHEREAS, the Auditor for the Township of Jefferson has recommended that the Recreation Department refunds of amounts over \$5.00 be approved by the Governing Body of the Township; and

WHEREAS, from time to time, due to program cancellations and/or failure to participate in a Recreation Department Program, a credit may exist in an amount of \$5.00 or less; and

WHEREAS, the Governing Body may authorize the Recreation Department to cancel such credits that exist in an amount of \$5.00 or less.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Township of Jefferson, County of Morris, State of New Jersey, that the proper officers are hereby authorized to cancel amounts less than \$5.00 in the Recreation Department account and transfer such amounts to the Camp Jefferson Scholarship account.

CONSENT AGENDA RESOLUTION #22-14

**“RESOLUTION ESTABLISHING THE RATE OF INTEREST TO BE CHARGED
ON DELINQUENT TAXES AND ASSESSMENTS”**

WHEREAS, N.J.S.A. 54: 4-67 permits the governing body of a municipality to fix the rate of interest to be charged for non-payment of taxes or assessments subject to any abatement or discount for the late payment of taxes; and

WHEREAS, N.J.S.A. 54:4-67 permits the fixing of a rate up to 8% per annum on the first \$1,500 of delinquency and up to 18% per annum on any delinquent amount in excess of \$1,500.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that the Tax Collector is hereby authorized and directed to **charge 8% per annum on the first \$1,500 of delinquency and 18% per annum on any amount in excess of \$1,500 delinquency after the due date.**

BE IT FURTHER RESOLVED that no interest shall be charged if payment of any installment is made within ten calendar days after the date on which same is payable; if the tenth calendar day falls on a Saturday, Sunday or legal holiday the grace period shall extend to the next calendar day.

CONSENT AGENDA RESOLUTION #22-15

“RESOLUTION ESTABLISHING THE RATE OF INTEREST TO BE CHARGED ON DELINQUENT UTILITY PAYMENTS”

BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that in accordance with N.J.S.A. 54:4-67 and the Municipal Utility that the delinquent interest rate of the Township of Jefferson for the year **2022** shall be **zero (0)% per annum for the first thirty (30) days of the delinquency and thereafter 8% per annum for the first \$1,500 of delinquency and 18% per annum of any amount in excess of \$1,500.**

CONSENT AGENDA RESOLUTION #22-16

**“RESOLUTION AUTHORIZING A FORMAL PETTY CASH POLICY FOR ALL DEPARTMENTS
WITHIN THE TOWNSHIP OF JEFFERSON”**

WHEREAS, the Township auditors have recommended that the Township of Jefferson adopt a formal petty cash policy for all departments; and

WHEREAS, the Township of Jefferson’s Chief Financial Officer (CFO) recommends the following as part of the formal petty cash policy; and

- Purchases made via Petty Cash should only be done when necessary.
 - Township Officials/Employees are urged to seek other procurement options first.
 - Township Officials/Employees should utilize the Township's Tax Exempt form for municipal purchase.
 - Township Officials/Employees will not be reimbursed sales taxes incurred for petty cash purchases.
-
- Limit Per Transaction: **\$150.00**
 - Annual Aggregate Limit Per Employee or Official: **\$425.00**

WHEREAS, the CFO recommends that all Division of Motor Vehicle fees (including but not limited to registrations, titles, etc) will be exempt from these limits; and

WHEREAS, the Township of Jefferson will also adhere to all petty cash requirements set forth in N.J.S.A 40A: 5-21.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that a formal petty cash policy is hereby established.

CONSENT AGENDA RESOLUTION #22-17

“RESOLUTION AUTHORIZING PRIOR CLAIMS OF PAYMENT”

WHEREAS, all claims of payment by the Township of Jefferson, County of Morris, State of New Jersey, are required to be first submitted to the Township Council for consideration before payment is made; and

WHEREAS, due to the nature of certain claims and the timing of the particular meeting involved, certain accounts should be paid when claims are presented which are statutory and regular in nature, rather than held for the next meeting of the Township Council.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris and State of New Jersey, as follows:

1. That payments for enumerated claims may be made between meetings to those accounts as listed below when the same are presented to the Township Council and Chief Financial Officer (CFO) of the Township.
2. That the CFO be and he is hereby authorized and directed to prepare the proper vouchers for payment of the below recited accounts when the same is properly presented to him for payment, and that thereafter said claim shall be listed on the List of Bills to be approved by the Township Council.
3. That a certified copy of this resolution be forwarded to the CFO of the Township of Jefferson.

ACCOUNTS

- Township of Jefferson payroll accounts, 1 thru 28 and payroll agency accounts
- Township of Jefferson, Board of Education
- County Treasurer (County Taxes/Escrow Payments/Elections Payments)
- Banks for investment purposes/Interfund Transfers/Debt Service Payment/Inspection fee Transfers
- Township Attorney*, Labor Attorney *, Land Use Attorney*, Land Use Planner*, Township Prosecutor *, Township Auditor *
- State Health Benefits of NJ, Standard Life Insurance, VESO Life, Delta Dental Plan of NJ, Medicare Reimbursements
- A T & T/Verizon/Sprint*/Metropolitan Telecommunications/Optimum/ Optimum Lightpath/Spectrotel/Verizon Wireless
- Fidelity Leasing (lease for copier P.D.)
- Jersey Central Power & Light/Hudson Energy/Xoom Energy/Constellation Energy/Plymouth Rock Energy/AEP Energy* or other approved Energy Supplier (via Reverse Energy Auction)
- Great American Eastern Energy*
- NJ Natural Gas/Eastern Propane*
- Finch Fuel/Other Fuel Utility Vendors
- Petty Cash
- Recycling and garbage contractors, monthly contract only *
- Willis of New Jersey, General Insurance, Statewide Insurance Fund, North Jersey Municipal Employee Benefits Fund & VALIC Financial Advisors & The Hartford
- State of New Jersey – Application Fees, Permit Fees, DEP, Public Water Tax, License Fees, State Surcharges, Marriage License Fees, Rabies Control Fee
- Miscellaneous disbursements approved by specific resolutions
- Reissue of checks after a stop payment has been enforced
- Morris County – Permit Fees and Application Fees/Morris County MUA
- Ten Percent (10%) Bid Bond Returns
- Employee Reimbursement for Prescription, Optical/Vision and Protective Footwear
- Chapter 48 Post-Retirement Medical Payments Reimbursement to Retirees
- Passaic Valley Sewerage Commission
- CMRS/FP
- Postmaster Lake Hopatcong and Dover
- Payments necessary to all vendors requiring compliance with Prompt Payment Laws, Chapter 96, whereby the Township of Jefferson shall pay the bill not more than (thirty) 30 calendar days after the billing date to avoid billable late charges
- Chase Paymentech
- Authorize.net
- Unsuccessful bidders for Bond Sales (return of good faith deposits received via wire transfer)
- New Jersey Motor Vehicle Commission
- Nestle Pure Life Direct
- Flexible Spending Vendors: Wameworks/Ameriflex/Colonial Life/American Fidelity
- Adams Addressing Associates, Inc.
- Federal Motor Carrier Safety Administration Clearinghouse
- Federal Express (FEDEX)
- Daily Record/Gannett NJ
- Normal Retainer And/Or Regular Monthly Periodic Fees

CONSENT AGENDA RESOLUTION #22-18

“RESOLUTION AUTHORIZING PRIOR CLAIMS OF PAYMENT FOR THE RECREATION DEPARTMENT”

WHEREAS, all claims of payment by the Township of Jefferson, County of Morris, State of New Jersey, are required to be first submitted to the Township Council for consideration before payment is made; and

WHEREAS, due to the nature of certain claims and the timing of the particular meeting involved, certain accounts should be paid when claims are presented which are statutory and regular in nature, rather than held for the next meeting of the Township Council.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris and State of New Jersey, as follows:

1. That payments for enumerated claims may be made between meetings to those accounts as listed below when the same are presented to the Township Council and Chief Financial Officer (CFO) of the Township.
2. That the CFO be and he is hereby authorized and directed to prepare the proper vouchers for payment of the below recited accounts when the same is properly presented to him for payment, and that thereafter said claim shall be listed on the List of Bills to be approved by the Township Council.
3. That a certified copy of this resolution be forwarded to the CFO of the Township of Jefferson and to the Recreation Department.

ACCOUNTS

Recreation Department Vendors involved in Camp Jefferson Summer Day Camp, department sponsored bus trips, etc.:

Aristocrat Bus Company	Parsippany, NJ
Bob Messano, Guitar Bob's Music	Budd Lake, NJ
Bounce Around, LLC	Chester, NJ
Bronx Zoo	Bronx, NY
Camelbeach	Tannersville, PA
Chris Clark	Corning, NY
Circle Line Sightseeing Cruises	New York, NY
Color Me Mine of Denville	Denville, NJ
Colortime Crafts	Merrick, NY
County of Bergen, Department of Parks	Mahwah, NJ
Dave & Buster's	Wayne, NJ
Earl Heller, Sound Solutions	Pompton Lakes, NJ
Elysian Field Farms	Randolph, NJ
E&S Amusements	Oak Ridge, NJ
Espresso Yourself	Sparta, NJ
Flavian, Master of Mind Power	Caldwell, NJ
Fun Bus dba Nonos Playground LLC	Elmwood Park, NJ
Funtime Junction	Fairfield, NJ
Gamin' Ride of North Jersey	Warren, NJ
Golf Zone	Flanders, NJ
Hollyrock Entertainment	Jericho, NY
Imagine That	Florham Park, NJ
IMWRF – Frog Falls Aquatic Park	Picatinny Arsenal, NJ
Jack Branagan's Earth Matters	Blairstown, NJ
Jenkinson's Aquarium	Point Pleasant Beach, NJ
Jordan Transportation	Butler, NJ
Jump On In	Boonton, NJ
Keep the Country Dancing, Inc. c/o Pat Cannon's Foot & Fiddle Dance Co.	Sloatsburg, NY
Lakeland Bus Company	Dover, NJ
Lakeview Marina	Lake Hopatcong, NJ
Land of Make Believe	Hope, NJ
Laser One	Wantage, NJ
Let's Bloom Together	Morristown, NJ
Liberty Science Center	Jersey City, NJ
Mad Science of Morris & Sussex	Denville, NJ
Madison Square Garden/Radio City Music Hall	New York, NY
McDonald's	Lake Hopatcong, NJ
Morris County Park Commission	Morristown, NJ
Morristown Planetarium	Morristown, NJ
Mountain Creek	Vernon, NJ
Mt. Olive Recreation	Budd Lake, NJ
Music with Care	Cranford, NJ
Musical IQ	Englewood, NJ
New Vision Cinema LLC	Sparta, NJ
Paintball Depot	Kenvil, NJ
Party Perfect Rentals, LLC	Marlboro, NJ
Pinto's Pizza	Oak Ridge, NJ
Powerhouse Studios	East Hanover, NJ
Prudential Center (Devils Arena Entertainment)	Newark, NJ
Pump It Up	Randolph, NJ
Rizzo's Wildlife Discovery, LLC	Budd Lake, NJ
Runaway Rapids WaterPark	Keansburg, NJ
Simply the Best Infatables, LLC	Fairfield, NJ
Skyland's Ice World	Stockholm, NJ
SkyZone Indoor Trampoline Park	Mount Olive, NJ
Sparta Lanes	Sparta, NJ

Space Farms Zoo	Sussex, NJ
Space Odyssey USA	Englewood, NJ
Split Rock Resort and Golf Club	Lake Harmony, PA
Subway	Sparta, NJ
Sussex Meat Packing	Wharton, NJ
Tagalongs LLC	Lake Hopatcong, NJ
The Bear Factory	Wixom, WI
The Funplex	East Hanover, NJ
The Jefferson Chronicle	Oak Ridge, NJ
The Music Den	Wharton & Ledgewood, NJ
Touch of Nature, Gerald V. Zelenka	Clifton, NJ
Trescape	Vernon, NJ
Turtleback Zoo	Orange, NJ
Vanderhoof Transportation	West Orange, NJ
Vinny & Son Three Inc.	Lake Hopatcong, NJ
Wallaby Tales	Pine Beach, NJ
Yosi Music LLC	Island Heights, NJ

CONSENT AGENDA RESOLUTION #22-19

“RESOLUTION AUTHORIZING PARTICIPATION IN THE MORRIS COUNTY ADAPTIVE RECREATION PROGRAM (McARP)”

WHEREAS, there has been created a Morris County Adaptive Recreation Program (McARP); and

WHEREAS, said program intends to provide recreational opportunities for persons with disabilities of all ages, and further to give said persons an opportunity to explore new leisure time opportunities in conjunction with their age and specific abilities; and

WHEREAS, the Township of Jefferson’s estimated Fair Share Assessment will be approximately **\$3,259.00**; and

WHEREAS, pursuant to N.J.A.C. 5:30-5.5 (b) a certificate showing availability of funds has been provided to the Township by the Chief Financial Officer of the Township, certifying that funds for said contract are available and are designated to a line item appropriations designated below and **totaling \$3,259.00**.

2-01-20-110-112-255 **\$3,259.00**

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey that the Township of Jefferson hereby intends to join the Morris County Adaptive Recreation Program, (McARP) as described above and to contribute thereto in the amount not to exceed the Fair Share Assessment (FSA) for one year.

CONSENT AGENDA RESOLUTION #22-20

“RESOLUTION AUTHORIZING THE APPOINTMENT OF THE DEPUTY EMERGENCY MANAGEMENT COORDINATORS”

WHEREAS, the Mayor desires to appoint Deputy Emergency Management Coordinators; and

WHEREAS, **James Perrier**, is qualified to serve as a Deputy Emergency Management Coordinator for the Township of Jefferson; and

WHEREAS, **Fred Claus** is also qualified to serve as a Deputy Emergency Management Coordinator for the Township of Jefferson; and

WHEREAS, **Travis Luecht** is also qualified to serve as a Deputy Emergency Management Coordinator for the Township of Jefferson; and

WHEREAS, **Mickey DeLoreto** is also qualified to serve as a Deputy Emergency Management Coordinator for the Township of Jefferson; and

WHEREAS, **Andrew Schmidt** is also qualified to serve as a Deputy Emergency Management Coordinator for the Township of Jefferson; and

WHEREAS, the Township Council is desirous of giving advice and consent to the Mayor’s appointments of the Deputy Emergency Management Coordinators.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that **James Perrier, Fred Claus, Travis Luecht, Mickey DeLoreto and Andrew Schmidt** are appointed to the position of Deputy Emergency Management Coordinator **for the one-year term January 1, 2022 through December 31, 2022**.

BE IT FURTHER RESOLVED that a copy of this resolution be transmitted to the Morris County Office of Emergency Management.

CONSENT AGENDA RESOLUTION #22-21

“RESOLUTION AWARDING A CONTRACT TO TRINITAS PHYSICIANS PRACTICE, LLC. FOR THE EMPLOYEE ASSISTANCE PROGRAM – FOR PERIOD ENDING DECEMBER 31, 2022”

WHEREAS, there exists the need for **services related to an Employee Assistance Program (EAP)** for the employees of the Township of Jefferson; and

WHEREAS, the Township of Jefferson has received a proposal for **EAP services** from **Trinitas Physicians Practice, LLC.**, and

WHEREAS, the Mayor has recommended acceptance of the proposal from **Trinitas Physicians Practice, LLC;** and

WHEREAS, pursuant to N.J.A.C. 5:30-5.5 (b) a certificate showing availability of funds has been provided to the Township by the Chief Financial Officer of the Township, certifying that funds for said contract are available and are designated to a line item appropriations designated below and **totaling \$4,700.00.**

2-01-23-210-210-283

\$4,700.00

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that a contract is hereby awarded to **Trinitas Physicians Practice, LLC.**, 300 North Avenue East, Cranford, New Jersey, 07016 for the Township's **2022 EAP services in an amount not to exceed \$4,700.00.**

BE IT FURTHER RESOLVED that the Mayor and Township Clerk are authorized to enter into and execute the contract on behalf of the Township.

BE IT FURTHER RESOLVED that the term of this contract shall be for one year, from **January 1, 2022 through December 31, 2022.**

CONSENT AGENDA RESOLUTION #22-22

**“RESOLUTION AWARDING A CONTRACT TO NEW HORIZONS FORESTRY INC. (TIM SLAVIN)
FOR FORESTRY SERVICES – FOR PERIOD ENDING DECEMBER 31, 2022”**

WHEREAS, there exists the need for **Forestry Services** for the residents of the Township of Jefferson; and

WHEREAS, the Township of Jefferson has received a proposal for **Forestry Services** from **New Horizons Forestry Inc. (Tim Slavin)**; and

WHEREAS, the Mayor and Administrator have recommended acceptance of the proposal from **New Horizons Forestry Inc. (Tim Slavin)**; and

WHEREAS, pursuant to N.J.A.C. 5:30-5.5 (b) a certificate showing availability of funds has been provided to the Township by the Chief Financial Officer of the Township, certifying that funds for said contract are available and are designated to a line item appropriations designated below and **totaling \$11,500.00.**

2-01-30-422-422-235

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that a contract is hereby awarded to **New Horizons Forestry Inc (Tim Slavin)**, 319 Route 515, Stockholm, New Jersey, 07460 for the Township's **2022 Forestry Services in an amount not to exceed \$11,500.00 (\$95 per hour for approximately (110) hours).**

BE IT FURTHER RESOLVED that the Mayor and Township Clerk are authorized to enter into and execute the contract on behalf of the Township.

BE IT FURTHER RESOLVED that the term of this contract shall be for one year, from **January 1, 2022 through December 31, 2022.**

CONSENT AGENDA RESOLUTION #22-23

**“RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT
FOR APPRAISAL SERVICES – MCNERNEY & ASSOCIATES, INC. – FOR PERIOD ENDING DECEMBER 31, 2022”**

WHEREAS, the Township of Jefferson has a need for professional **Appraisal** services; and

WHEREAS, the Township of Jefferson has decided to award the contract for this service as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, **McNerney & Associates, Inc.** has submitted a proposal indicating that **Appraisal** services will be provided for an annual fee **not to exceed \$17,500.00 per year**; and

WHEREAS, **McNerney & Associates, Inc.** has completed and submitted a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate, committee or employee for those positions listed on the Business Entity Disclosure Certification Form in the previous one year, and that the contract will prohibit **McNerney & Associates, Inc.** from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer (CFO) of the Township has determined and certified in writing that the value of each acquisition will **exceed \$17,500**; and

WHEREAS, pursuant to N.J.A.C. 5:30-5.5 (b) a certificate showing availability of funds has been provided to the Township by the Chief Financial Officer of the Township, certifying that funds for said contract are available and are designated to a line item appropriations designated below and **totaling \$17,500.00.**

2-01-20-150-150-236

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, in the County of Morris, State of New Jersey that this professional contract is hereby authorized and approved by the Township Council.

BE IT ALSO RESOLVED:

Section 1. The Mayor and Township Clerk are hereby authorized and directed to execute an agreement with **McNerney & Associates, Inc. 266 Harriston Road#301, Glen Rock, New Jersey, 07442** for **Appraisal** services to the Township of Jefferson for an annual fee **not to exceed \$17,500.00 per year.**

Section 2. This contract is awarded as a “Professional Service” in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law.

- Section 3.** The term of this agreement shall be for one year, from **January 1, 2022 through December 31, 2022.**
- Section 4.** A notice of this action shall be printed once in the legal newspaper of the Township of Jefferson.
- Section 5.** The resolution authorizing the award of contract for “Professional Services” and the contract itself must be available for public inspection per the requirement of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)
- Section 6.** The Business Entity Disclosure Certification and the Determinations of Value be placed on file with this resolution.

CONSENT AGENDA RESOLUTION #22-24

**“RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT
FOR ARCHITECTURAL SERVICES – FOX ARCHITECTURAL DESIGN, PC– FOR PERIOD ENDING DECEMBER 31, 2022”**

WHEREAS, the Township of Jefferson has a need for professional **Architectural** services; and

WHEREAS, the Township of Jefferson has decided to award the contract for this service as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, Fox Architectural Design, PC has submitted a proposal indicating that **Architectural** services will be provided for an annual fee **not to exceed \$40,000.00 per year;** and

WHEREAS, Fox Architectural Design, PC has completed and submitted a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate, committee or employee for those positions listed on the Business Entity Disclosure Certification Form in the previous one year, and that the contract will prohibit **Fox Architectural Design, PC** from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer (CFO) of the Township has determined and certified in writing that the value of each acquisition will **exceed \$17,500;** and

WHEREAS, pursuant to N.J.A.C. 5:30-5.5 (b) a certificate showing availability of funds has been provided to the Township by the Chief Financial Officer of the Township, certifying that funds for said contract are available and are designated to a line item appropriations designated below and **totaling \$40,000.00.**

C-04-55-918-006-999
C-04-55-919-011-999
C-04-55-920-013-999
C-04-55-921-001-999
C-04-55-921-013-902

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, in the County of Morris, State of New Jersey that this professional contract is hereby authorized and approved by the Township Council.

BE IT ALSO RESOLVED:

- Section 1.** The Mayor and Township Clerk are hereby authorized and directed to execute an agreement with **Fox Architectural Design, PC, 546 State Route 10, Ledgewood, New Jersey, 07852** for **Architectural** services to the Township of Jefferson for an annual fee **not to exceed \$40,000.00 per year.**
- Section 2.** This contract is awarded as a “Professional Service” in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law.
- Section 3.** The term of this agreement shall be for one year, from **January 1, 2022 through December 31, 2022.**
- Section 4.** A notice of this action shall be printed once in the legal newspaper of the Township of Jefferson.
- Section 5.** The resolution authorizing the award of contract for “Professional Services” and the contract itself must be available for public inspection per the requirement of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)
- Section 6.** The Business Entity Disclosure Certification and the Determinations of Value be placed on file with this resolution.

CONSENT AGENDA RESOLUTION #22-25

**“RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT
FOR AUDITING SERVICES – WIELKOTZ & COMPANY, LLC –FOR PERIOD ENDING DECEMBER 31, 2022”**

WHEREAS, the Township of Jefferson has a need for professional **Auditing** services; and

WHEREAS, the Township of Jefferson has decided to award the contract for this service as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, Wielkocz & Company, LLC has submitted a proposal indicating that **Auditing** services will be provided for an annual fee **not to exceed \$111,000.00 per year;** and

WHEREAS, Wielkotz & Company, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate, committee or employee for those positions listed on the Business Entity Disclosure Certification Form in the previous one year, and that the contract will prohibit Wielkotz & Company, LLC from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer (CFO) of the Township has determined and certified in writing that the value of each acquisition will exceed \$17,500; and

WHEREAS, pursuant to N.J.A.C. 5:30-5.5 (b) a certificate showing availability of funds has been provided to the Township by the Chief Financial Officer of the Township, certifying that funds for said contract are available and are designated to a line item appropriations designated below and totaling \$111,000.00.

<u>Line Item No.:</u>	<u>Fund</u>	<u>Amount Certified:</u>
2-01-20-130-130-260	Current	32,700
2-05-55-500-000-570	Water Op	11,000
2-07-55-500-000-567	Sewer Op	5,450
T-16-56-860-000-804	Garbage	2,200
T-19-56-860-000-801	Open Space	5,950
2-01-25-265-268-260	Current - LOSAP	2,700
Paid Directly By Library	n/a	3,000
Various bond ordinances	Capital	<u>48,000</u>
		111,000

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, in the County of Morris, State of New Jersey that this professional contract is hereby authorized and approved by the Township Council.

BE IT ALSO RESOLVED:

- Section 1.** The Mayor and Township Clerk are hereby authorized and directed to execute an agreement with Wielkotz & Company, LLC 401 Wanaque Avenue, Pompton Lakes, New Jersey, 07442 for Auditing services to the Township of Jefferson for an annual fee not to exceed \$111,000.00 per year.
- Section 2.** This contract is awarded as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law.
- Section 3.** The term of this agreement shall be for one year, from January 1, 2022 through December 31, 2022.
- Section 4.** A notice of this action shall be printed once in the legal newspaper of the Township of Jefferson.
- Section 5.** The resolution authorizing the award of contract for "Professional Services" and the contract itself must be available for public inspection per the requirement of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)
- Section 6.** The Business Entity Disclosure Certification and the Determinations of Value be placed on file with this resolution.

CONSENT AGENDA RESOLUTION #22-26

**"RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT
FOR BOND COUNSEL SERVICES – HAWKINS, DELAFIELD AND WOOD, LLP – FOR PERIOD ENDING DECEMBER 31, 2022"**

WHEREAS, the Township of Jefferson has a need for professional Bond Counsel services; and

WHEREAS, the Township of Jefferson has decided to award the contract for this service as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, Hawkins, Delafield and Wood, LLP has submitted a proposal indicating that Bond Counsel services will be provided for an annual fee not to exceed \$40,000.00 per year; and

WHEREAS, Hawkins, Delafield and Wood, LLP has completed and submitted a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate, committee or employee for those positions listed on the Business Entity Disclosure Certification Form in the previous one year, and that the contract will prohibit Hawkins, Delafield and Wood, LLP from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer (CFO) of the Township has determined and certified in writing that the value of each acquisition will exceed \$17,500; and

WHEREAS, pursuant to N.J.A.C. 5:30-5.5 (b) a certificate showing availability of funds has been provided to the Township by the Chief Financial Officer of the Township, certifying that funds for said contract are available and are designated to a line item appropriations designated below and totaling \$40,000.00.

C-04-55-919-011-999 C-04-55-920-013-999 C-04-55-921-013-999

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, in the County of Morris, State of New Jersey that this professional contract is hereby authorized and approved by the Township Council.

BE IT ALSO RESOLVED:

- Section 1.** The Mayor and Township Clerk are hereby authorized and directed to execute an agreement with Hawkins, Delafield and Wood, LLP, One Gateway Center, Newark, New Jersey, 07102 for Bond Counsel services to the Township of Jefferson for an annual fee not to exceed \$36,000.00 per year.

- Section 2.** This contract is awarded as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law.
- Section 3.** The term of this agreement shall be for one year, from January 1, 2022 through December 31, 2022.
- Section 4.** A notice of this action shall be printed once in the legal newspaper of the Township of Jefferson.
- Section 5.** The resolution authorizing the award of contract for "Professional Services" and the contract itself must be available for public inspection per the requirement of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)
- Section 6.** The Business Entity Disclosure Certification and the Determinations of Value be placed on file with this resolution.

CONSENT AGENDA RESOLUTION #22-27

"RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT FOR TOWNSHIP LABOR ATTORNEY SERVICES – CLEARY, GIACOBBE, ALFIERI, JACOBS, LLC"

WHEREAS, the Township of Jefferson has a need for professional Township Labor Attorney services; and

WHEREAS, the Township of Jefferson has decided to award the contract for this service as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, Cleary, Giacobbe, Alfieri, Jacobs, LLC has submitted a proposal indicating that Township Labor Attorney services will be provided for an annual fee not to exceed \$52,000.00, and

WHEREAS, Cleary, Giacobbe, Alfieri, Jacobs, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate, committee or employee for those positions listed on the Business Entity Disclosure Certification Form in the previous one year, and that the contract will prohibit Cleary, Giacobbe, Alfieri, Jacobs, LLC from making any reportable contributions through the term of the contract; and

WHEREAS, pursuant to N.J.A.C. 5:30-5.5 (b) a certificate showing availability of funds has been provided to the Township by the Chief Financial Officer of the Township, certifying that funds for said contract are available and are designated to a line item appropriations designated below and totaling \$52,000.00.

2-01-20-155-155-265
2-01-20-155-155-298

NOW THEREFORE, BE IT RESOLVED, that the Township Council of the Township of Jefferson, in the County of Morris, State of New Jersey that this professional contract is hereby authorized and approved by the Township Council.

BE IT ALSO RESOLVED:

- Section 1.** The Mayor and Township Clerk are hereby authorized and directed to execute and agreement with Cleary, Giacobbe, Alfieri, Jacobs, LLC, 169 Ramapo Valley Road, UL 105, Oakland, NJ 07436 for Township Labor Attorney services to the Township of Jefferson for an annual fee not to exceed \$52,000.00.
- Section 2.** This contract is awarded as a "Professional Service" in accordance with N.J.S.A. 40A: 11-5 (1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law.
- Section 3.** The term of the agreement shall be for six months, from January 1, 2022 through December 31, 2022.
- Section 4.** A notice of this action shall be printed once in the legal newspaper of the Township of Jefferson.
- Section 5.** The resolution authorizing the award of the contract for "Professional Services" and the contract itself must be available for public inspection per the requirement of the Local Public Contract Law (N.J.S.A. 40A:11-1 et seq).
- Section 6.** The Business Entity Disclosure Certification and the Determination of Value be placed on file with the resolution.

CONSENT AGENDA RESOLUTION #22-28

"RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT FOR PLANNER – J. CALDWELL & ASSOCIATES, LLC"

WHEREAS, the Township of Jefferson has a need for professional Planner services; and

WHEREAS, the Township of Jefferson solicited request for proposals through a fair and open process per N.J.S.A.40A: 11-4.5, receiving such proposals on December 1, 2021 at 11:00 a.m.; and

WHEREAS, J. Caldwell & Associates, LLC. has submitted a proposal indicating Planning services will be provided for an hourly rate of \$130.00; and

WHEREAS, J. Caldwell & Associates, LLC. has completed and submitted a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate, committee or employee for those positions listed on the Business Entity Disclosure Certification Form in the previous one year, and that the contract will prohibit J. Caldwell & Associates, LLC. from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer (CFO) of the Township has determined and certified in writing that the value of the acquisition by the firm **J. Caldwell & Associates will exceed \$17,500**; and

WHEREAS, pursuant to N.J.A.C. 5:30-5.5 (b) a certificate showing availability of funds has been provided to the Township by the Chief Financial Officer of the Township, certifying that funds for said contract are available and are designated to a line item appropriations designated below and **totaling \$20,000**.

1-01-21-187-187-260
T-15-56-860-000-827

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of the Township of Jefferson, in the County of Morris, State of New Jersey that this professional contract is hereby authorized and approved by the Township Council.

BE IT ALSO RESOLVED:

- Section 1.** The Mayor and Township Clerk are hereby authorized and directed to execute and agreement **with J. Caldwell & Associates, LLC., 145 Spring Street, Newton, New Jersey 07860** for **Planner** services to the Township of Jefferson as set forth in a proposal dated **December 1, 2021** for an annual fee **not to exceed \$20,000** per remainder of year.
- Section 2.** This contract is awarded as a "Professional Service" in accordance with N.J.S.A. 40A: 11-5 (1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law.
- Section 3.** The term of the agreement shall be for one year, from **January 1, 2022 through December 31, 2022**.
- Section 4.** A notice of this action shall be printed once in the legal newspaper of the Township of Jefferson.
- Section 5.** The resolution authorizing the award of the contract for "Professional Services" and the contract itself must be available for public inspection per the requirement of the Local Public Contract Law (N.J.S.A. 40A:11-1 et seq).
- Section 6.** The Business Entity Disclosure Certification and the Determination of Value be placed on file with the resolution.

CONSENT AGENDA RESOLUTION #22-29

"RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT FOR PUBLIC DEFENDER FOR THE TOWNSHIP OF JEFFERSON WITH THE LAW OFFICE OF DANIEL P. AGATINO, LLC."

WHEREAS, the Township of Jefferson has a need for professional **Public Defender services**; and

WHEREAS, the Township of Jefferson has decided to award the contract for this service as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, **The Law Office of Daniel P. Agatino, LLC.**, has submitted a proposal indicating **Public Defender services** will be provided for an annual fee **not to exceed \$14,000.00 per year**; and

WHEREAS, **The Law Office of Daniel P. Agatino, LLC.**, has completed and submitted a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate, committee or employee for those positions listed on the Business Entity Disclosure Certification Form in the previous one year, and that the contract will **prohibit The Law Office of Daniel P. Agatino, LLC.** from making any reportable contributions through the term of the contract; and

WHEREAS, pursuant to N.J.A.C. 5:30-5.5 (b) a certificate showing availability of funds has been provided to the Township by the Chief Financial Officer of the Township, certifying that funds for said contract are available and are designated to a line item appropriations designated below and totaling **\$14,000.00**

T-15-56-860-000-806
2-01-43-491-491-261

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, in the County of Morris, State of New Jersey that this professional contract is hereby authorized and approved by the Township Council.

BE IT ALSO RESOLVED AS FOLLOWS:

- Section 1.** The Mayor and Township Clerk are hereby authorized and directed to execute and agreement with **The Law Office of Daniel P. Agatino, LLC, 41 Lakeside Boulevard, Hopatcong, New Jersey 07843** for **Public Defender services** to the Township of Jefferson for an annual fee **not to exceed \$14,000.00 per year**.
- Section 2.** **Daniel P. Agatino** is designated as the **Township's Public Defender**.
- Section 3.** This contract is awarded as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law.
- Section 4.** The term of this agreement shall be for one year, from **January 1, 2022 through December 31, 2022**.
- Section 5.** A notice of this action shall be printed once in the legal newspaper of the Township of Jefferson.
- Section 6.** The resolution authorizing the award of contract for "Professional Services" and the contract itself must be available for public inspection per the requirement of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)
- Section 7.** The Business Entity Disclosure Certification and the Determinations of Value be placed on file with this resolution.
-

CONSENT AGENDA RESOLUTION #22-30

**“RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT
FOR RISK MANAGEMENT SERVICES AND APPOINTING THE RISK MANAGEMENT CONSULTANT –
WILLIS OF NEW JERSEY - FOR PERIOD ENDING DECEMBER 31, 2022”**

WHEREAS, the Township of Jefferson has joined the Statewide Insurance Fund (hereinafter “Fund”), a joint insurance fund as defined in N.J.S.A. 40A:10-36 et seq.; and

WHEREAS, the bylaws of the Fund require participating members to appoint a Risk Management Consultant; as those positions are defined in the Bylaws, if requested to do so by the “Fund”; and

WHEREAS, the Township of Jefferson therefore has a need for professional **Risk Management** services; and

WHEREAS, the Township of Jefferson has decided to award the contract for this service as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, **Willis of New Jersey** has submitted a proposal indicating that **Risk Management** services will be provided for an annual fee as set by the Fund, **not to exceed six percent (6%) of worker’s compensation, seven and one half percent (7.5%) of all lines assessment, and ten percent (10%) of selective umbrella assessment;** and

WHEREAS, **Willis of New Jersey** has completed and submitted a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate, committee or employee for those positions listed on the Business Entity Disclosure Certification Form in the previous one year, and that the contract will prohibit **Willis of New Jersey** from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer (CFO) of the Township has determined and certified in writing that, although the vendor receives no direct payments for rendering services from the Township, it is expected that the vendor will earn in **excess of \$17,500** from insurance commissions; and

WHEREAS, pursuant to N.J.A.C. 5:30-5.5 (b) a certificate showing availability of funds has been provided to the Township by the Chief Financial Officer of the Township, certifying that funds for said contract are available and are designated to a line item appropriations designated below and **totaling \$63,000.00.**

2-01-23-220-220-200

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, in the County of Morris, State of New Jersey that this professional contract is hereby authorized and approved by the Township Council.

BE IT ALSO RESOLVED that **John Moore of Willis of New Jersey** is hereby appointed as the **Risk Management Consultant for 2022.**

BE IT ALSO RESOLVED:

- Section 1.** The Mayor and Township Clerk are hereby authorized and directed to execute an agreement with **Willis of New Jersey** for **Risk Management** services to the Township of Jefferson.
- Section 2.** This contract is awarded as a “Professional Service” in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law.
- Section 3.** The term of this agreement shall be for one year, from **January 1, 2022 through December 31, 2022.**
- Section 4.** A notice of this action shall be printed once in the legal newspaper of the Township of Jefferson.
- Section 5.** The resolution authorizing the award of contract for “Extraordinary Unspecified Services” and the contract itself must be available for public inspection per the requirement of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.).
- Section 6.** The contract is for insurance and insurance consultant services and is exempt from the bidding requirements under the Local Public Contracts Law, N.J.S.A. 40A:11-5(1) (m).
- Section 7.** The Business Entity Disclosure Certification and the Determinations of Value be placed on file with this resolution.

CONSENT AGENDA RESOLUTION #22-31

**“RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT FOR TAX APPEAL LEGAL SERVICES – LAVERY,
SELVAGGI, ABROMITIS & COHEN, PC”**

WHEREAS, the Township of Jefferson has a need for professional **Tax Appeal Attorney** services; and

WHEREAS, the Township of Jefferson has decided to award the contract for this service as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, **Lavery, Selvaggi, Abromitis and Cohen PC** has submitted a proposal indicating that **Tax Appeal Attorney** services and will be provided for an annual fee not to exceed \$35,000.00, and

WHEREAS, **Lavery, Selvaggi, Abromitis and Cohen PC** has completed and submitted a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate, committee or employee for those positions listed on the Business Entity Disclosure Certification Form in the previous one year, and that the contract will prohibit **Lavery, Selvaggi, Abromitis and Cohen PC** from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer (CFO) of the Township has determined and certified in writing that the value of each acquisition will exceed \$17,500; and

WHEREAS, pursuant to N.J.A.C. 5:30-5.5 (b) a certificate showing availability of funds has been provided to the Township by the Chief Financial Officer of the Township, certifying that funds for said contract are available and are designated to a line item appropriations designated below and **totaling \$35,000.00**.

2-01-20-155-155-265
2-01-20-155-155-270
2-01-55-300-000-007

NOW THEREFORE, BE IT RESOLVED, that the Township Council of the Township of Jefferson, in the County of Morris, State of New Jersey that this professional contract is hereby authorized and approved by the Township Council.

BE IT ALSO RESOLVED:

- Section 1.** The Mayor and Township Clerk are hereby authorized and directed to execute and agreement with Lavery, Selvaggi, Abromitis and Cohen PC, 1001 Route 517, Hackettstown, New Jersey 07840 for Legal Services (Tax Appeal Attorney) to the Township of Jefferson for an annual fee **not to exceed \$35,000.00**.
- Section 2.** This contract is awarded as a "Professional Service" in accordance with N.J.S.A. 40A: 11-5 (1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law.
- Section 3.** The term of the agreement shall be for six months, from **January 1, 2022 through December 31, 2022**.
- Section 4.** A notice of this action shall be printed once in the legal newspaper of the Township of Jefferson.
- Section 5.** The resolution authorizing the award of the contract for "Professional Services" and the contract itself must be available for public inspection per the requirement of the Local Public Contract Law (N.J.S.A. 40A:11-1 et seq).
- Section 6.** The Business Entity Disclosure Certification and the Determination of Value be placed on file with the resolution.

CONSENT AGENDA RESOLUTION #22-32

"RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT FOR TOWNSHIP ATTORNEY SERVICES – LADDEY, CLARK & RYAN, LLP"

WHEREAS, the Township of Jefferson has a need for professional **Township Attorney** services; and

WHEREAS, the Township of Jefferson has decided to award the contract for this service as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, Laddey, Clark and Ryan, LLP has submitted a proposal indicating that **Township Attorney** services will be provided for an annual fee not to exceed \$124,600.00, and

WHEREAS, Laddey, Clark and Ryan, LLP has completed and submitted a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate, committee or employee for those positions listed on the Business Entity Disclosure Certification Form in the previous one year, and that the contract will prohibit Laddey, Clark and Ryan, LLP from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer (CFO) of the Township has determined and certified in writing that the value of each acquisition will exceed \$17,500; and

WHEREAS, pursuant to N.J.A.C. 5:30-5.5 (b) a certificate showing availability of funds has been provided to the Township by the Chief Financial Officer of the Township, certifying that funds for said contract are available and are designated to a line item appropriations designated below and **totaling \$124,600.00**.

2-01-20-155-155-262
2-01-20-155-155-265

NOW THEREFORE, BE IT RESOLVED, that the Township Council of the Township of Jefferson, in the County of Morris, State of New Jersey that this professional contract is hereby authorized and approved by the Township Council.

BE IT ALSO RESOLVED:

- Section 1.** The Mayor and Township Clerk are hereby authorized and directed to execute and agreement with Laddey, Clark and Ryan, LLP, 60 Blue Heron Road, Suite 300, Sparta, New Jersey 07871-2608 for Township Attorney services to the Township of Jefferson for an annual fee **not to exceed \$124,600.00**.
- Section 2.** This contract is awarded as a "Professional Service" in accordance with N.J.S.A. 40A: 11-5 (1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law.
- Section 3.** The term of the agreement shall be for six months, from **January 1, 2022 through December 31, 2022**.
- Section 4.** A notice of this action shall be printed once in the legal newspaper of the Township of Jefferson.
- Section 5.** The resolution authorizing the award of the contract for "Professional Services" and the contract itself must be available for public inspection per the requirement of the Local Public Contract Law (N.J.S.A. 40A:11-1 et seq).

Section 6. The Business Entity Disclosure Certification and the Determination of Value be placed on file with the resolution.

CONSENT AGENDA RESOLUTION #22-33

“RESOLUTION AUTHORIZING THE PAYMENT OF BILLS”

WHEREAS, the Business Administrator has reviewed and approved purchase orders requested by the Township Department Heads; and

WHEREAS, the Finance Office has certified that funds are available in the proper account; and

WHEREAS, the Finance Office has approved payment, upon certification from the Township Department Heads that the goods and/or services have been rendered to the Township; and

WHEREAS, purchases under State Contract or under Morris County Cooperative Purchasing Agreement were made where applicable.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that the current bills, dated January 5, 2022 and on file and available for public inspection in the Office of the Treasurer and approved by him/her for payment, be paid.

CONSENT AGENDA RESOLUTION #22-34

“RESOLUTION SETTING 2022 SALARIES FOR THE COUNCIL AND THE COUNCIL PRESIDENT WITHIN THE RANGE AS ESTABLISHED BY THE TOWNSHIP’S SALARY ORDINANCE”

WHEREAS, N.J.S.A. 40A:9-165 permits the governing body of a municipality, by Ordinance, unless otherwise provided by law, to fix and determine the salaries, wages or compensation to be paid to the officers and employees of the municipality, including the members of the governing body; and

WHEREAS, the Township Council previously adopted a Salary Ordinance which provides for the range within which the salaries, wages or compensation of the governing body may be provided for; and

WHEREAS, the Township Council has made a careful examination of the salaries, wages, and compensation appropriate to compensate members of a municipal council.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, in the County of Morris, State of New Jersey, that the Township Council hereby sets the salary for members of the Council, said salary being within the parameters set by the Salary Ordinance previously adopted by the Council, at \$5,100 per year; and sets the salary within the parameters set forth by the Salary Ordinance previously adopted by the Council, for the Council President at \$6,120 per year.

CONSENT AGENDA RESOLUTION #22-35

“RESOLUTION APPROVING 2022 CASH MANAGEMENT PLAN”

WHEREAS, the Local Fiscal Affairs Law (N.J.S.A. 40A:5-14 et seq.) requires that counties, municipalities, and authorities annually adopt a Cash Management Plan designed to assure the investment of local funds in interest bearing accounts and other permitted investments.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, approves the Cash Management Plan for the Township of Jefferson for the period January 1, 2022 to December 31, 2022.

1. CASH MANAGEMENT AND INVESTMENT OBJECTIVES

The Township of Jefferson objectives in this area are:

- A. Preservation of capital.
- B. Adequate safekeeping of assets.
- C. Maintenance of liquidity to meet operating needs.
- D. Diversification of the Township’s portfolio to minimize risks associated with individual investments.
- E. Investment of assets in accordance with State and Federal Laws and regulations.

2. DESIGNATION OF OFFICIAL DEPOSITORIES

A. The following Government Unit Depository Protection Act approved banks are authorized depositories for deposit funds:

- Bank of America
- Gibraltar Savings Bank
- Lakeland Bank
- NJ Cash Management Fund
- Fulton Bank
- Chase Bank
- TD Bank
- Valley Bank
- Santander Bank
- or an institution insured by the G.U.D.P.A.

B. The funds of said Township of Jefferson deposited in said banks shall be subject to withdrawal upon checks, notes, drafts, bills of exchange acceptances, undertaking or other orders for the payment of money when made, signed drawn, accepted or endorsed on behalf of said Township of Jefferson by the Mayor and Chief Financial Officer and in the absences of the Mayor, the Business Administrator, and in the absence of the Chief Financial Officer, by the Assistant Municipal Treasurer.

C. Designated official depositories are required to comply with the Governmental Unit Deposit Protection Act (GUDPA) Notification requirements, which include filing notifications quarterly. Quarterly GUDPA certificates are available at https://www.state.nj.us/dobi/division_banking/depositories/gudpa/gudpacertlist.htm.

D. Designated official depositories shall make available a copy of the institution's "Annual Report" via its official website.

3. CASH MANAGEMENT

A. All funds shall be deposited within 48 hours of receipt in accordance with N.J.S.A. 40A:5-15.

B. The Chief Financial Officer shall minimize the possibility of idle cash accumulating in accounts by assuring that the amounts in excess of negotiated compensating balances are kept in interest bearing accounts or promptly swept into the investment portfolio.

C. The method of calculating banking fees and compensating balances shall be reviewed on a monthly basis.

D. Investment decisions shall be guided by the cash flow projections prepared by the Chief Financial Officer.

4. PERMISSIBLE INVESTMENTS

A. Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America.

B. Government money market mutual funds.

C. Any federal agency or instrumentality obligation authorized by Congress that matures within 397 days from the date of purchase, and has a fixed rate of interest not dependent on any index or external factors.

D. Bonds or other obligations of the local unit or school districts of which the local unit is a part.

E. Any other obligations with maturities not exceeding 397 days, as permitted by the Division of Investments.

F. Local government investment pools.

G. New Jersey State Cash Management Fund.

H. Repurchase agreements of fully collateralized securities.

5. AUTHORITY FOR INVESTMENT MANAGEMENT

A. It is desirable that idle funds of the Township of Jefferson be invested in legal investment vehicles at all times. The Chief Financial Officer is authorized and directed to make investments on behalf of the Township. All investment decisions shall be consistent with this plan and all appropriate regulatory constraints.

B. The Township Council of the Township of Jefferson does hereby authorize the Chief Financial Officer to request bids and to place orders for the investment of idle funds solely in legally authorized investment vehicles, such investments to the investing institutions; and

C. Be it further resolved that the Chief Financial Officer is hereby authorized to transfer funds solely by wire for the following purposes and subject to all pertinent regulations.

1. To or from Jefferson Township checking or savings accounts to other township accounts.

2. To or from Jefferson Township checking or savings accounts specified by the banks or the State of New Jersey Cash Management Funds solely for the purpose of investing for the account of the Township of Jefferson.

6. SAFEKEEPING

A. Securities purchased on behalf of the Township shall be delivered electronically or physically to the Township's custodial bank, which shall maintain custodial and/or safekeeping accounts for such securities on behalf of the Township.

7. REPORTING

A. The Chief Financial Officer shall report to the Township Council all purchases of investments in accordance with N.J.S.A. 40A:5-15.2.

8. SAFE DEPOSIT BOX

A. The access to the Safe Deposit Box in the name of the Township of Jefferson in the vaults of Lakeland Bank of Jefferson Township will be given to the following until otherwise notified in writing by the Township Council. The Administrator and the Township Clerk shall hold the two safe deposit keys.

**Township Clerk, Michele Reilly
Chief Financial Officer, William Eagen**

9. AUDIT

A. The Cash Management Plan shall be subject to annual audit conducted pursuant to N.J.S.A. 40A: 5-14.

CONSENT AGENDA RESOLUTION #22-36

“RESOLUTION AUTHORIZING THE REFUND OF OVERPAYMENT(S) OF TAXES”

WHEREAS, there appears on the tax records overpayment(s) as shown below; and

WHEREAS, said overpayment(s) were created by the reasons indicated; and

WHEREAS, the Collector of Taxes recommends the refund(s) of such overpayment(s).

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that the proper officers are hereby authorized and directed to issue checks to refund such overpayment(s) as hereafter shown below:

CODE OF REASONS

- | | | | | |
|-----------------------|-----------------------------|------------------------------|------------------------------------|---------------------|
| 1. Incorrect Payment | 2. Adjustment of Assessment | 3. Homestead Rebate | 4. Overbilled | 5. Third Party Lien |
| 6. Duplicate Payment | 7. Exempt | 8. County/State Board Appeal | 9. Overpayment | |
| 10. Return of Premium | 11. New Jersey Saver | 12. Return of Recording Fee | 13. Vets, Senior Citizen Deduction | |

BLOCK	LOT	NAME	AMOUNT	CODE	YEAR
266	1.03	JACOBUS & ASSOCIATES LLC/ATTY TRUST ACC	\$24,119.98	8	2021
					2021
			TOTAL	\$24,119.98	

CONSENT AGENDA RESOLUTION #22-37

“RESOLUTION AUTHORIZING A TEMPORARY BUDGET FOR THE CALENDAR YEAR 2022”

WHEREAS, N.J.S.A. 40A:4-19, Local Budget Law, provides that temporary appropriations may be made prior to the adoption of the 2022 Budget for the purposes and amounts required in the manner therein provided; and

WHEREAS, the total appropriations in the 2021 Adopted Budget are as follows; and

Current Fund	\$ 28,940,338.62
Water Operating Fund	\$ 2,577,670.00
Sewer Operating Fund	\$ 1,228,514.16
Garbage District Fund	\$ 2,675,740.00

WHEREAS, 26.25% of the total appropriations in the 2022 Budget (Debt Service, Pension& Insurances excluded per Statute) are as follows:

Current Fund	\$ 14,387,381.13
Water Operating Fund	\$ 1,414,580.14
Sewer Operating Fund	\$ 404,288.59
Garbage District Fund	\$ 702,824.25

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that the following temporary appropriations be made and a copy of this shall be transmitted to the Chief Financial Officer for his/her records.

Account Id	Description	2021 Budget	2022 Budget*
1-01-00-000-000-000	<u>CURRENT FUND</u>		
1-01-20-110-110-000	ADMINISTRATION		
1-01-20-110-110-100	ADMINISTRATION SALARY & WAGE	249,527.00	65,500.84
1-01-20-110-110-200	ADMINISTRATION OTHER EXPENSE	84,650.00	22,220.63
1-01-20-110-111-000	MAYOR		
1-01-20-110-111-100	MAYOR SALARY & WAGE	12,200.00	3,202.50
1-01-20-110-111-200	MAYOR OTHER EXPENSE	9,410.00	2,470.13
1-01-20-110-112-000	TWP. COUNCIL		
1-01-20-110-112-100	TWP. COUNCIL SALARY & WAGE	26,520.00	6,961.50
1-01-20-110-112-200	TWP.COUNCIL OTHER EXPENSE	8,734.00	2,292.68
1-01-20-120-000-000	TWP. CLERK		
1-01-20-120-000-100	TWP. CLERK SALARY & WAGE	154,997.00	40,686.71
1-01-20-120-000-200	TWP. CLERK OTHER EXPENSE	28,550.00	7,494.38
1-01-20-130-130-000	FINANCE		
1-01-20-130-130-100	FINANCE SALARY & WAGE	399,636.00	104,904.45
1-01-20-130-130-200	FINANCE OTHER EXPENSE	82,170.00	21,569.63
1-01-20-140-140-000	INFORMATION TECHNOLOGY		
1-01-20-140-140-100	INFORMATION TECHNOLOGY SALARY & WAGE	164,197.00	43,101.71

1-01-20-140-140-200	INFORMATION TECHONOLOGY OTHER EXPENSE	120,622.50	63,326.81
1-01-20-145-145-000	TAX COLLECTION		
1-01-20-145-145-100	TAX COLLECTION Salary & Wage	190,197.00	49,926.71
1-01-20-145-145-200	TAX COLLECTION Other Expense	18,145.00	4,763.06
1-01-20-145-146-000	LIQ.TTL & FORCE.PROP		
1-01-20-145-146-200	LIQ.TTL & FORCE PROP Other Exp	10,000.00	2,625.00
1-01-20-150-150-000	ASSESSMENTS		
1-01-20-150-150-100	ASSESSMENTS Salary & Wage	146,924.00	38,567.55
1-01-20-150-150-200	ASSESSMENTS Other Expense	28,820.00	7,565.25
1-01-20-155-155-000	LEGAL		
1-01-20-155-155-200	LEGAL Other Expense	218,500.00	57,356.25
1-01-20-165-165-000	ENGINEERING		
1-01-20-165-165-100	ENGINEERING SALARY & WAGE	247,024.00	64,843.80
1-01-20-165-165-200	ENGINEERING Other Expense	86,500.00	22,706.25
1-01-20-175-175-000	HISTORICAL SOCIETY		
1-01-20-175-175-200	HISTORICAL SOC. Other Expense	8,670.00	2,275.88
1-01-21-187-187-000	LAND USE BOARD		
1-01-21-187-187-100	LAND USE BOARD SALARY & WAGE	36,462.00	9,571.28
1-01-21-187-187-200	LAND USE BOARD OTHER EXPENSE	15,750.00	4,134.38
1-01-22-195-195-000	BUILDING DEPARTMENT		
1-01-22-195-195-100	BUILDING DEPT. Salary & Wage	359,540.00	94,379.25
1-01-22-195-195-200	BUILDING DEPT. Other Expense	6,700.00	1,758.75
1-01-22-195-197-000	PLUMBING INSP.		
1-01-22-195-197-100	PLUMBING INSP. Salary & Wage	35,762.00	9,387.53
1-01-22-195-198-000	CODE ENFORCEMENT		
1-01-22-195-198-200	CODE ENFORCEMENT OTHER EXPENSE	5,000.00	1,312.50
1-01-23-210-210-000	HEALTH INS.		
1-01-23-210-210-100	HEALTH INS. SALARY & WAGE	55,000.00	55,000.00
1-01-23-210-210-200	HEALTH INS. Other Expense	3,198,000.00	3,198,000.00
1-01-23-220-220-000	LIABILITY INSURANCE		
1-01-23-220-220-200	LIAB. INS. Other Expense	740,988.00	740,988.00
1-01-23-225-225-000	INSURANCE-DISABILITY		
1-01-23-225-225-200	INS.-DISABILITY Other Expense	41,000.00	41,000.00
1-01-23-225-226-000	UNEMPLOYMENT INSURANCE		
1-01-23-225-226-200	UNEMPLOYMENT INS-Other Expense	31,000.00	31,000.00
1-01-25-240-240-000	POLICE		
1-01-25-240-240-100	POLICE Salary & Wage	5,570,804.00	1,462,336.05
1-01-25-240-240-200	POLICE Other Expense	356,958.00	93,701.48
1-01-25-240-241-000	HOMELAND SECURITY		
1-01-25-240-241-200	HOMELAND SECURITY Other Expense	5,500.00	1,443.75
1-01-25-250-250-000	COMMUNICATIONS		
1-01-25-250-250-200	COMMUNICATIONS Other Expense	221,100.00	58,038.75
1-01-25-252-252-000	EMERGENCY MGT.		
1-01-25-252-252-100	EMERGENCY MGT. Salary & Wage	42,000.00	11,025.00
1-01-25-252-252-200	EMERGENCY MGT.Other Expense	9,950.00	9,950.00
1-01-25-255-255-000	FIRE CO. #1		
1-01-25-255-255-200	FIRE CO.#1 Other Expense	90,000.00	23,625.00
1-01-25-255-256-000	FIRE CO. #2		
1-01-25-255-256-200	FIRE CO.#2 Other Expense	90,000.00	23,625.00
1-01-25-260-260-000	FIRST AID CONTRIBUTIONS		
1-01-25-260-260-200	CONTRIBUTION-Jefferson Rescue	45,000.00	11,812.50
1-01-25-260-261-000	MILTON FIRST AID CONTRIBUTION		
1-01-25-260-261-200	CONTRIBUTION-Milton First Aid	54,122.00	14,207.03
1-01-25-265-265-000	FIRE BUREAU		
1-01-25-265-265-100	FIRE BUREAU SALARY & WAGE	127,443.00	33,453.79
1-01-25-265-265-200	FIRE BUREAU Other Expense	13,100.00	3,438.75

1-01-25-265-267-000	UNIFORM FIRE SAFETY		
1-01-25-265-267-200	UNIFORM SAFETY Other Expense	15,249.76	4,003.06
1-01-25-265-268-000	STAT.EXP.LOSAP		
1-01-25-265-268-200	STAT.EXP.LOSAP Other Expense	183,000.00	48,037.50
1-01-25-275-275-000	MUNICIPAL PROSECUTOR		
1-01-25-275-275-100	MUNICIPAL PROS. Salary & Wage	25,653.00	6,733.91
1-01-26-260-291-000	ROADS		
1-01-26-260-291-100	ROADS Salary & Wage	1,499,809.00	393,699.86
1-01-26-260-291-200	ROADS Other Expense	446,550.00	117,219.38
1-01-26-260-292-000	ROADS - SNOW REMOVAL		
1-01-26-260-292-100	SNOW REMOVAL - SNOW O/T SALARY & WAGE	190,000.00	49,875.00
1-01-26-260-292-200	SNOW REMOVAL Other Expense	400,000.00	105,000.00
1-01-26-290-290-000	PUBLIC WORKS		
1-01-26-290-290-100	PUBLIC WORKS Salary & Wage	58,081.00	15,246.26
1-01-26-290-290-200	PUBLIC WORKS Other Expense	3,000.00	787.50
1-01-26-310-310-000	BUILDINGS & GROUNDS		
1-01-26-310-310-200	BLDGS. & GROUNDS Other Expense	83,700.00	21,971.25
1-01-26-325-325-000	MUN. SERVICE/KELLY BILL		
1-01-26-325-325-200	MUN.SERV/KELLY BILL Other Exp.	7,500.00	1,968.75
1-01-27-330-330-000	HEALTH & WELFARE		
1-01-27-330-330-100	HEALTH & WELFARE Salary & Wage	326,273.00	85,646.66
1-01-27-330-330-200	HEALTH & WELFARE Other Expense	33,400.00	8,767.50
1-01-27-330-331-000	DIAL-A-RIDE		
1-01-27-330-331-100	DIAL-A-RIDE Salary & Wage	124,696.00	32,732.70
1-01-27-330-331-200	DIAL-A-RIDE Other Expense	11,100.00	2,913.75
1-01-27-335-335-000	ENVIRONMENTAL COMMISSION		
1-01-27-335-335-100	ENVIRON. COMM.Salary & Wage	100.00	26.25
1-01-27-335-335-200	ENVIRON COMM. Other Expense	400.00	105.00
1-01-27-340-340-000	ANIMAL CONTROL		
1-01-27-340-340-100	ANIMAL CNTRL Salary & Wage	98,992.00	25,985.40
1-01-27-340-340-200	ANIMAL CONTROL Other Expense	10,450.00	2,743.13
1-01-27-346-346-000	CDL TESTING O/E		
1-01-27-346-346-200	CDL TESTING OTHER EXPENSE	3,000.00	787.50
1-01-28-370-370-000	RECREATION		
1-01-28-370-370-100	RECREATION Salary & Wage	172,029.00	45,157.61
1-01-28-370-370-200	RECREATION Other Expense	111,590.00	29,292.38
1-01-28-370-371-000	DIVISION OF PARKS		
1-01-28-370-371-100	DIVISION OF PARKS SALARY & WAGE	454,676.00	119,352.45
1-01-28-370-371-200	DIVISION OF PARKS OTHER EXPENSE	66,600.00	17,482.50
1-01-28-370-372-000	SENIOR CITIZENS - LAKELAND		
1-01-28-370-372-200	LAKELAND SENIORS	7,500.00	1,968.75
1-01-28-370-375-000	SENIOR CITIZENS – MILTON		
1-01-28-370-375-200	MILTON GOLDEN AGE	7,500.00	1,968.75
1-01-29-390-390-000	PUBLIC LIBRARY		
1-01-29-390-390-200	PUBLIC LIBRARY	928,860.00	243,825.75
1-01-30-415-415-000	ACCUMULATED ABSENCE COMPENSATION		
1-01-30-415-415-100	ACCUMULATED ABSENCES SALARY & WAGE	163,975.00	43,043.44
1-01-30-420-420-000	CELEBRATION PUBLIC EVENTS		
1-01-30-420-420-200	CEL.PUB.EVENTS Other Exp.	42,000.00	11,025.00
1-01-30-422-422-000	TOWNSHIP FORESTER		
1-01-30-422-422-200	TWSP.FORESTER Other Expense	12,000.00	3,150.00
1-01-30-425-425-000	SALARY ADJ. ACCOUNT		
1-01-30-425-425-100	SALARY ADJ.ACCT Salary & Wage	50,000.00	13,125.00
1-01-30-426-426-000	RESERVE FOR TAX APPEALS		
1-01-30-426-426-200	RESERVE FOR TAX APPEALS OTHER EXPENSE	60,000.00	15,750.00
1-01-31-430-430-000	TOWNSHIP UTILITIES		

1-01-31-430-430-200	TOWNSHIP UTILITIES Other Exp.	537,900.00	141,198.75
1-01-36-471-471-000	STAT.EXP/PERS		
1-01-36-471-471-200	STAT.EXP/PERS Other Expense	749,613.00	749,613.00
1-01-36-472-472-000	STAT.EXP/O.A.S.I.		
1-01-36-472-472-200	STAT.EXP/O.A.S.I. Other Expense	765,000.00	200,812.50
1-01-36-475-475-000	STAT.EXP/PFRS		
1-01-36-475-475-200	STAT.EXP/PFRS Other Expense	1,277,018.00	1,277,018.00
1-01-36-476-476-000	DCRP		
1-01-36-476-476-200	DCRP OTHER EXPENSE	20,000.00	5,250.00
1-01-41-701-000-001	RECYCLING TONNAGE	26,460.75	6,945.95
1-01-41-703-000-000	MUNICIPAL ALLIANCE-LOCAL		
1-01-41-703-000-200	MUNICIPAL ALLIANCE - LOCAL	1,615.00	423.94
1-01-41-704-000-001	MUNICIPAL ALLIANCE GRANT	6,460.00	0.00
1-01-41-745-000-001	Drunk Driving Enforcement	6,010.05	0.00
1-01-41-754-000-001	Body Armor - State	2,771.16	0.00
1-01-41-755-000-001	BULLETPROOF VEST PARTNERSHIP	4,390.40	0.00
1-01-42-196-196-000	BLDG - MT. ARLINGTON - INTERLOCAL		
1-01-42-196-196-100	BLDG INTERLOCAL MT.ARLINGTON S&W	76,560.00	20,097.00
1-01-42-330-330-000	HEALTH SHARE SERVICE		
1-01-42-330-330-200	HEALTH OTHER EXPENSE	63,500.00	16,668.75
1-01-43-490-490-000	MUNICIPAL COURT		
1-01-43-490-490-100	MUNICIPAL COURT Salary & Wage	289,990.00	76,122.38
1-01-43-490-490-200	MUNICIPAL COURT Other Expense	8,250.00	2,165.63
1-01-43-491-491-200	PUBLI DEFENDER Other Expense	14,000.00	3,675.00
1-01-44-901-901-000	CAPITAL IMP. FUND		
1-01-44-901-901-200	CAPITAL IMP.FUND OTHER EXPENSE	986,944.00	259,072.80
1-01-45-920-920-000	DEBT SERV/BOND PRINC		
1-01-45-920-920-200	DEBT SERV/BOND PRINC Other Exp.	1,850,000.00	1,850,000.00
1-01-45-925-925-000	DEBT SERV/NOTE PYMT		
1-01-45-925-925-200	DEBT SERV/NOTE PYMT OTHER EXP	870,000.00	870,000.00
1-01-45-930-930-000	DEBT SERV/BOND INT		
1-01-45-930-930-200	DEBT SERVICE/BOND INT. Other Exp.	187,000.00	187,000.00
1-01-45-935-935-000	DEBT SERV/NOTE INT		
1-01-45-935-935-200	DEBT SERV/NOTE INT. OTHER EXP	162,000.00	162,000.00
1-01-46-888-888-000	DEFICIT IN ASSESSMENT BUDGET		
1-01-50-899-000-001	Reserve for Uncollected Taxes	1,990,000.00	522,375.00
		28,940,338.62	14,387,381.13
Account Id	Description	2021 Budget	2022 Budget*
	WATER OPERATING		
1-05-55-500-000-500	WATER OP S&W	552,521.00	145,036.76
1-05-55-500-000-550	WATER OP - O/E	909,550.00	238,756.88
1-05-55-501-000-550	WATER-CAPITAL		
1-05-55-511-000-001	Capital Improvement Fund	45,000.00	11,812.50
1-05-55-520-000-000	WATER: DEBT SERVICE		
1-05-55-520-000-001	Payment of Bond Principal	770,000.00	770,000.00
1-05-55-522-000-001	Interest On Bonds	162,000.00	162,000.00
1-05-55-523-000-001	Interest On Notes	2,900.00	2,900.00
1-05-55-524-000-001	NJEIT LOAN	4,266.00	4,266.00
1-05-55-530-000-000	DEFERRED CHARGES/STAT. EXPEND.	0.00	0.00
1-05-55-533-000-001	DEFERRED CHARGES - CAPITAL ORDINANCES	25,000.00	6,562.50
1-05-55-540-000-001	P.E.R.S. Contribution	57,433.00	57,433.00
1-05-55-541-000-001	Social Security System (OASI)	45,000.00	11,812.50
1-05-55-542-000-001	Unemployment Compensation Ins.	4,000.00	4,000.00
		2,577,670.00	1,414,580.14

<u>Account Id</u>	<u>Description</u>	<u>2021 Budget</u>	<u>2022 Budget*</u>
	<u>SEWER OPERATING</u>		
1-07-55-500-000-500	SEWER OP S&W	298,069.00	78,243.11
1-07-55-500-000-550	SEWER OPERATING O/E	643,525.00	168,925.31
1-07-55-508-000-001	Statutory Exp.-P.E.R.S	21,098.00	21,098.00
1-07-55-509-000-001	Statutory Exp.-O.A.S.I Soc.Sec	26,000.00	6,825.00
1-07-55-510-000-001	DEBT SERVICE - NJEIT (SCHOOL)	86,322.16	86,322.16
1-07-55-511-000-001	Capital Improvement Fund	150,000.00	39,375.00
1-07-55-542-000-001	SEWER OP UNEMPLOYMENT INS	<u>3,500.00</u>	<u>3,500.00</u>
		1,228,514.16	404,288.59
<u>Account Id</u>	<u>Description</u>	<u>2021 Budget</u>	<u>2022 Budget*</u>
1-16-00-000-000-000	<u>GARBAGE DISTRICT</u>		
1-16-56-850-800-201	Tipping Fees	1,500.00	393.75
1-16-56-850-800-202	Contractual Services	2,569,000.00	674,362.50
1-16-56-850-800-203	Salary	75,000.00	19,687.50
1-16-56-850-800-204	Other Expenses	23,000.00	6,037.50
1-16-56-850-800-205	STATUTORY EXPENDITURES- OASI	6,640.00	1,743.00
1-16-56-850-800-206	GARBAGE - UNEMPLOYMENT	<u>600.00</u>	<u>600.00</u>
		2,675,740.00	702,824.25

*Amount posted to Finance system may be off penny due rounding.