

**TO THE EXTENT  
KNOWN AS OF  
1.30.20**

FEBRUARY 5, 2020  
REGULAR MEETING – 7:00 PM  
AGENDA

**1. CALL TO ORDER – Presiding Officer**

This meeting is called pursuant to the provisions of the Open Public Meetings Law. This meeting of **February 5, 2020** 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 3, 2020** and was posted on the bulletin board in the Municipal Building on **January 3, 2020** 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.

Proper notice having been given, the Township Clerk is directed to include this statement in the minutes of this meeting.

**2. ROLL CALL – Township Clerk**

	Present	Absent
Mr. Birmingham		
Mr. Dunham		
Mrs. Merz		
Vice President Senatore		
President Finnegan		
Mr. Ryan, Township Attorney		
Ms. Reilly, Township Clerk		

Let the record reflect the following members of the Administration are present: Mayor Wilsusen, Administrator Debi Millikin and Chief Financial Officer William Eagen.

**3. SALUTE TO THE FLAG – Presiding Officer**

- 4. SPECIAL PRESENTATIONS – Mayor Wilsusen**  
Oath of Office – Christopher T. Patamia, Fire Company #2  
Oath of Office - Nikolai S. Sokiran, Fire Company #2

- 5. 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.

- 6. ORDINANCES –PUBLIC HEARING AND VOTE FOR ADOPTION - Township Clerk**
- None for February 5, 2020

- 7. COUNCIL AND MAYOR DISCUSSION**
- Budget Overview
  - Police Department Budget Presentation

- 8. ADMINISTRATIVE REPORTS OF MAYOR AND ADMINISTRATOR – Mayor Wilsusen**
- Forestry Management Program

**9. COUNCIL REPORTS – Presiding Officer**

**10. NEW BUSINESS – Presiding Officer**

- 11. ORDINANCES – FIRST READING- Township Clerk**  
**ORDINANCE #20-01 - AMENDING CHAPTER 235 OF THE JEFFERSON TOWNSHIP MUNICIPAL CODE ENTITLED “FEES, GENERAL”, SPECIFICALLY SECTION 235-18, "USE OF POLICE VEHICLES"**

**NOW, THEREFORE, BE IT ORDAINED** by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that Chapter 235 of the Jefferson Township Municipal Code is hereby amended as follows:

**SECTION I**

§235-18. Use of Police Vehicles shall be deleted in its entirety and §235-18 shall be replaced as follows:

§235-18

Use of Police Vehicles

For any police vehicle used with reference to contracted police services, there shall be a fee of \$50 for four (4) hours per day or less and a fee of \$100.00 per day above (four) 4 hours. Any Township of Jefferson, Jefferson School District or County of Morris requirement for contracted police services are exempt from the Use of Police Vehicles Fee.

**SECTION II**

All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistencies.

**SECTION III**

If any article, section, subsection, paragraphs, phrase or sentence is, for any reason, held to be unconstitutional or invalid, said article, section, subsection, paragraph, phrase or sentence shall be deemed severable.

**SECTION IV**

This Ordinance shall take effect immediately upon final publication as provided by law.

Following introduction, the above Ordinance will be published in accordance with the law and a Public hearing will be held on **February 19, 2020**.



12. MINUTES - Township Clerk

January 15, 2020 - Regular (Dunham absent)

Council Member	By	2 <sup>nd</sup>	Yes	No	Abstain	Absent
Mr. Birmingham						
Mr. Dunham						
Mrs. Merz						
Vice President Senatore						
President Finnegan						

13. 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

Mobile Home Park/Trailer Licenses for the Period January 1, 2020 - December 31, 2020

- 20-04 Lozier's Trailer Park, LLC- 35 Trailer Lots

\*APPOINTMENTS

- None

\*CONSENT AGENDA RESOLUTIONS:

- 20-46 Resolution Authorizing the Payment of Bills
- 20-47 Resolution Authorizing a Temporary Budget Amendment
- 20-48 Resolution Authorizing The Refund of Overpayment(s) of Taxes
- 20-49 Resolution Authorizing The Refund of Overpayment(s) of Utility Fees
- 20-50 Resolution Authorizing The Refund of Overpayment(s) of Recreation Fees
- 20-51 Resolution Authorizing Contract for Furnish and Construction of 72' Diameter Domed Salt Shed (Re-Bid) - Bulk Storage Inc. - BLD-72-1H
- 20-52 Resolution Authorizing A Contract With Tri Utility Cost Reductions, Inc.
- 20-53 Resolution Authorizing A Lease Agreement Between The Township of Jefferson And The County of Morris For Use Of The White Schoolhouse Building (Nutrition Project)
- 20-54 Resolution Amending A Contract to Civitas New Jersey, LLC For Administrative Consulting Services

Council Member	By	2 <sup>nd</sup>	Yes	No	Abstain	Absent
Mr. Birmingham						
Mr. Dunham						
Mrs. Merz						
Vice President Senatore						
President Finnegan						

14. 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.

15. EXECUTIVE SESSION

- None for February 5, 2020

16. ADJOURNMENT AT \_\_\_\_\_ PM

Michele Reilly, RMC, CMR  
 Township Clerk  
 973-208-6133  
[mreilly@jeffersontownship.net](mailto:mreilly@jeffersontownship.net)

FUTURE MEETINGS (7 PM START)

- Wednesday, February 12th - Budget
- Wednesday, March 4th
- Wednesday, April 1st
- Wednesday, May 6th
- Wednesday, June 10th
- Wednesday, July 15th
- Wednesday, September 2nd
- Wednesday, October 7th
- Wednesday, November 11th
- Wednesday, December 16th

- Wednesday, February 19th (6 PM Start)
- Wednesday, March 18th
- Wednesday, April 15th
- Wednesday, May 20th
- Wednesday, June 24th
- Wednesday, August 12th
- Tuesday, September 15th
- Wednesday, October 21st
- Wednesday, December 2nd
- Thursday, January 6th, 2021 – Reorganization

CONSENT AGENDA RESOLUTION #20-46

“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 **February 5, 2020** 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 #20-47**

**“RESOLUTION AUTHORIZING A TEMPORARY BUDGET AMENDMENT”**

**WHEREAS**, N.J.S.A. 40A:4-19, Local Budget Law, provides that temporary appropriations may be made prior to the adoption of the **2020** Budget for the purposes and amounts required in the manner therein provided; and

**WHEREAS**, the Township Council approved temporary budget appropriations **(Resolution #20-19) on January 2, 2020**; and

**WHEREAS**, the Chief Financial Officer (CFO) recommends the approval of additional appropriations for various accounts.

**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	2019 Budget	2020 Temp Budget
<b>9-01-20-140-140-000</b>	<b>INFORMATION TECHNOLOGY</b>		
9-01-20-140-140-200	INFORMATION TECHONOLOGY OTHER EXPENSE	136,137.00	35,735.96
<b>9-01-20-175-175-000</b>	<b>HISTORICAL SOCIETY</b>		
9-01-20-175-175-200	HISTORICAL SOC. Other Expense	7,970.00	4,184.25
<b>9-01-23-225-226-000</b>	<b>UNEMPLOYMENT INSURANCE</b>		
9-01-23-225-226-200	UNEMPLOYMENT INS-Other Expense	29,000.00	7,612.50
<b>9-01-25-240-240-000</b>	<b>POLICE</b>		
9-01-25-240-240-200	POLICE Other Expense	322,650.00	169,391.25
<b>9-01-25-252-252-000</b>	<b>EMERGENCY MGT.</b>		
9-01-25-252-252-200	EMERGENCY MGT.Other Expense	11,950.00	3,136.88
<b>9-01-26-260-292-000</b>	<b>ROADS - SNOW REMOVAL</b>		
9-01-26-260-292-100	SNOW REMOVAL - SNOW O/T S & W	190,000.00	99,750.00
9-01-26-260-292-200	SNOW REMOVAL Other Expense	400,000.00	210,000.00
<b>9-01-26-310-310-000</b>	<b>BUILDINGS &amp; GROUNDS</b>		
9-01-26-310-310-200	BLDGS.& GROUNDS Other Expense	80,900.00	21,236.25
<b>9-01-28-370-372-000</b>	<b>SENIOR CITIZENS - LAKELAND</b>		
9-01-28-370-372-200	LAKELAND SENIORS	7,500.00	5,531.25
<b>9-01-28-370-375-000</b>	<b>SENIOR CITIZENS - MILTON</b>		
9-01-28-370-375-200	MILTON GOLDEN AGE	7,500.00	5,531.25
<b>9-01-30-420-420-000</b>	<b>CELEBRATION PUBLIC EVENTS</b>		
9-01-30-420-420-200	CEL.PUB.EVENTS Other Exp.	39,600.00	20,790.00
	<b>Totals</b>	<b>1,233,207.00</b>	<b>582,899.59</b>

**CONSENT AGENDA RESOLUTION #20-48**

**“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
		<b>FIG CUST FIGNJ19 LLC &amp; SEC PTY</b>	\$12,220.77	5	2020
74	14	\$635.06			
118	6.01	\$11,585.71			
		<b>FIG CUST FIGNJ19 LLC &amp; SEC PTY</b>	\$9,000.00	10	2020
74	14	\$500.00			
118	6.01	\$8,500.00			
136	10	<b>NJSL 301, LLC</b>	\$1,372.77	5	2020
136	10	<b>NJSL 301, LLC</b>	\$1,500.00	10	2020
473.06	10	<b>BALA PARTNERS LLC</b>	\$4,251.52	5	2020
473.06	10	<b>BALA PARTNERS LLC</b>	\$3,000.00	10	2020
		<b>TOTAL</b>		<b>\$31,345.06</b>	

**CONSENT AGENDA RESOLUTION 20-49**

**“RESOLUTION AUTHORIZING THE REFUND OF OVERPAYMENT(S) OF UTILITY FEES”**

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

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

**WHEREAS**, the Director of Utility 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. Overpayment at Closing	2. High Billing Estimates	3. Meter Reading Error
4. Credit X-Rate	5. Overpayment	6. Meter/Remote Discrepancy
7. Stuck Remote	8. Remote Reading Error	9. Account Reset Error
10. Meter Error	11. Reading Input Error	12. New Construction/Service Off
13. Inadvertent payment JTMU	14. Bill Code Error	15. Reimbursement for Repairs/Usage/Conn

BLOCK/LOT	NAME	AMOUNT	YEAR	CODE
120/17	Kyle Egeland 7 Collins Avenue Lake Hopatcong, NJ 07849	\$582.60	2019/Q1-4	5
		<b>TOTAL:</b>	<b>\$582.60</b>	

**CONSENT AGENDA RESOLUTION #20-50**

**“RESOLUTION AUTHORIZING THE REFUND OF OVERPAYMENT(S) OF RECREATION FEES”**

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

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

**WHEREAS**, the Recreation Department 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 and refund such overpayment(s) as hereafter shown below:

**CODE OF REASONS**

- |                      |                         |                            |
|----------------------|-------------------------|----------------------------|
| 1. Incorrect Payment | 2. Duplicate Payment    | 3. Withdrawal from Program |
| 4. Program Cancelled | 5. Expelled Participant |                            |

PAYEE	PROGRAM	AMOUNT	CODE
Tony Bacigallupo 9 Log Road Lake Hopatcong, NJ 07849	2020 After school Ski Club Busing	\$90.00	3
Debra Zweig 85 East Shawnee Trail Wharton, NJ 97885	2020 Winter Exercise programs	\$80.50	3
David Molina 21 Fox Chase Rd Oak Ridge, NJ 07438	2020 After school Ski Club busing	\$90.00	3
Joseph Sabatino 13 Log Road Lake Hopatcong, NJ 07849	2020 After school Ski Club Busing	\$90.00	3
Heather Kull 322 Richard Mine Rd D10 Wharton, NJ 07885	2020 Winter Zumba Class	\$38.50	3
Miles Slater 76 Martin View RD Lake Hopatcong, NJ 07849	2020 After school Ski Club Busing	\$75.00	3
	<b>TOTAL REFUNDS:</b>	<b>\$464.00</b>	

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CONSENT AGENDA RESOLUTION #20-51

**“RESOLUTION AUTHORIZING CONTRACT FOR FURNISH AND CONSTRUCTION OF  
72' DIAMETER DOMED SALT SHED (RE-BID) -  
BULK STORAGE INC. - BLD-72-1H”**

**WHEREAS**, the Township of Jefferson received bids for the Furnish and Construction of 72" Diameter Salt Shed (Re-Bid) - BLD-72-1H on January 28, 2020; and

**WHEREAS**, one (1) bid was received; and

**WHEREAS**, Bulk Storage Inc. of Beecher, Illinois was the lowest responsible bidder with a bid of \$238,420.00; and

**WHEREAS**, the Township Engineer, Edward L. Haack recommends awarding the contract to Bulk Storage Inc., Beecher, Illinois, in his letter dated January 28, 2020; and

**WHEREAS**, the Township Attorney has reviewed and accepted the bid package submitted by **Bulk Storage, Inc.**; 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 the funds for said contract are available and are designated to a line item appropriations designated below and totaling \$238,420.00

**C-04-55-919-011-902**

**NOW, THEREFORE, BE IT RESOLVED** that the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, hereby awards the contract for the Furnish and Construction of 72" Diameter Salt Shed (Re-Bid) - BLD-72-1H to Bulk Storage Inc., 28101 S. Yates Avenue, Beecher, Illinois, 60401 in the amount of \$238,420.00.

**BE IT ALSO RESOLVED** that the Mayor and Municipal Clerk are authorized to sign the contracts for the Furnish and Construction of 72" Diameter Salt Shed (Re-Bid) - BLD-72-1H.

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CONSENT AGENDA RESOLUTION #20-52

**“RESOLUTION AUTHORIZING A CONTRACT WITH TRI UTILITY COST REDUCTIONS, INC.”**

**WHEREAS**, The Township of Jefferson wishes to undertake a utility refund audit by analyzing the Township's utility billings; and

**WHEREAS**, the Township's objective is to obtain refunds, credits and reductions that relate to the Township's telecommunications services and electricity and gas services; and

**WHEREAS**, the Township wishes to engage TRI Utility Cost Reductions, Inc. (“TRI”) to conduct a utility refund audit by analyzing the Township of Jefferson's utility billings; and

**WHEREAS**, where there is a reduction in the Township's monthly charges for services as referenced above, and those reductions are the result of TRI's efforts, and the reduction is recurring, **TRI will be paid a fee equal to fifty percent (50%) of the monthly savings.** In the event that reduction is no longer provided to the Township during the fee payment period, TRI will no longer receive a payment from client for such reduction. This reduction will be fully documented by TRI. Should Jefferson Township discontinue services that were reduced by TRI, TRI will no longer share in these reductions; and

**WHEREAS**, if the Township of Jefferson does not receive any refunds, credits, or reductions, there will be no fee paid to TRI for its audit services.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that the Mayor and Township Clerk are hereby authorized to execute an agreement to effectuate the foregoing services on behalf of the Township of Jefferson.

**BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately and a certified copy of this resolution shall be placed on file with the Clerk of the Township.

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CONSENT AGENDA RESOLUTION #20-53

**“RESOLUTION AUTHORIZING A LEASE AGREEMENT BETWEEN THE TOWNSHIP OF JEFFERSON  
AND THE COUNTY OF MORRIS FOR USE OF THE WHITE SCHOOLHOUSE BUILDING (NUTRITION PROJECT)”**

**WHEREAS**, the Township of Jefferson (Landlord) maintains the White Schoolhouse Building (facility) at 54 Schoolhouse Road; and

**WHEREAS**, the County of Morris (Tenant) wishes to utilize the facility for the purpose of operating a Nutrition Project three (3) days per week; and

**WHEREAS**, the Township Attorney has reviewed the Lease Agreement authorizing the Tenant (Department of Human Services) to use a portion of said facility, more specifically the approximately two thousand (2,000) square foot Community Room plus associated kitchen space and equipment, rest rooms, office space, and storage closets as may be assigned by the Landlord; and

**WHEREAS**, there will be no rental charge for said use of the facility; and

**WHEREAS**, the Township is desirous of approving said Lease Agreement for the term **starting January 1, 2020 and ending December 31, 2020.**

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey that the Lease Agreement attached hereto between the Tenant and Landlord is hereby approved, and that the Township Administrator is hereby authorized to execute this Lease Agreement on behalf of the Township.

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**CONSENT AGENDA RESOLUTION #20-54**

**"RESOLUTION AWARDING A CONTRACT TO CIVITAS NEW JERSEY, LLC  
FOR ADMINISTRATIVE CONSULTING SERVICES"**

**WHEREAS**, there exists the need for **Administrative Consulting Services** for the Township of Jefferson; 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 \$10,000.00.**

**9-01-20-110-110-234**

**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 **Civitas New Jersey, LLC**, 19 King Road, Landing, New Jersey, 07850 for **Administrative Consulting Services in an amount not to exceed \$10,000.00 (\$95 per hour).**

**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, 2020 through December 31, 2020.**