

JEFFERSON TOWNSHIP COUNCIL  
MEETING LOCATION: JEFFERSON TOWNSHIP MUNICIPAL BUILDING  
1033 WELDON ROAD  
LAKE HOPATCONG, NJ 07849  
CONTACT: 973-208-6132/33  
[www.jeffersontownship.net](http://www.jeffersontownship.net)

**FINAL**

FEBRUARY 16, 2022  
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 16, 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 6, 2022** and was posted on the bulletin board in the Municipal Building on **January 6, 2022** 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. Kalish		
Mr. Smith		
Vice President Dunham		
President Senatore		
Mr. Ryan, Township Attorney		
Ms. Reilly, Township Clerk		

Let the record reflect the following members of the Administration are present: Mayor Eric Wilsusen, Administrator Debi Millikin.

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

**4. SPECIAL PRESENTATIONS – Presiding Officer**

- None

**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**

**ORDINANCE #22-01**

**ORDINANCE AMENDING CHAPTER 403, SMOKING; SALE OF TOBACCO PRODUCTS, SPECIFICALLY SECTION 403-1 ENTITLED "DEFINITIONS", SECTION 403-2 ENTITLED "PROHIBITION OF SMOKING IN PUBLIC PLACES; SIGNS TO BE POSTED," AND SECTION 403-6 ENTITLED "ENFORCEMENT"**

**WHEREAS**, the Jefferson Township Council has reviewed the Township Code regarding smoking and has determined that revisions are necessary to include the prohibition of smoking on all Township leased or owned property and in all Township leased or owned buildings.

**NOW THEREFORE, BE IT ORDAINED**, by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that the Jefferson Township Municipal Code is hereby amended to revise Section 403-1 "Definitions", Section 403-2 "Prohibition of Smoking in Public Places; Signs To Be Posted." and Section 403-6 "Enforcement," as follows:

**SECTION I**

**Section 403-1** of the Jefferson Township Municipal Code is hereby amended by adding the following definitions:

**Township Properties.**

All lands and grounds leased or owned by Jefferson Township, including but not limited to all recreation fields, parking areas and grounds adjacent to the buildings leased or owned by Jefferson Township.

**Section 403-2** of the Jefferson Township Municipal Code is hereby amended as follows:

- A. Smoking in Public Buildings, on Township properties, on recreation properties and on Board of Education properties as herein defined within the Township of Jefferson is prohibited.
- B. "No Smoking" signs or the international no smoking symbol (consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a diagonal red line through its cross-section) shall be posted at each public building entrance and within said building, as well as at conspicuous locations on Township properties, on recreation properties and Board of Education properties, in a number and in a manner determined by the administrator in charge of each such building or on such Township property, Board of Education property or recreation property to be sufficient to inform the public that there is no smoking allowed within the public buildings or on any such Township, Board of Education or recreation properties. The signs may contain a warning that smoking within the building or on any such property is subject to a fine. The failure to post any such sign shall not be a defense to a violation of this chapter.
- C. This prohibition does not apply to persons on Township roads.

**Section 403-6** of the Jefferson Township Municipal Code is hereby amended as follows:

The enforcement authorities of this chapter shall be the police officers of the Township of Jefferson, the Health Officer of the Township of Jefferson, and the Township Code Enforcement Officer, and their respective designees.

**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, chapter, subchapter, paragraphs, phrase or sentence is, for any reason, held to be unconstitutional or invalid, said article, chapter, subchapter, paragraph, phrase or sentence shall be deemed severable.

**SECTION IV**

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

If adopted this Ordinance shall take effect after publication and passage as provided by law.

**PUBLIC HEARING**

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.

INTRODUCED: February 2, 2022

ADOPTED:

Council Member	By	2 <sup>nd</sup>	Yes	No	Abstain	Absent	By	2 <sup>nd</sup>	Yes	No	Abstain	Absent
Mr. Birmingham			X									
Mr. Kalish			X									
Mr. Smith	X		X									
Vice President Dunham			X									
President Senatore		X	X									

7. COUNCIL AND MAYOR DISCUSSION – Presiding Officer
  - March 2, 2022 Change of Meeting Time
8. ADMINISTRATIVE REPORTS OF MAYOR AND ADMINISTRATOR – Mayor Wilsusen
9. COUNCIL REPORTS – Presiding Officer
10. ORDINANCES – FIRST READING – Township Clerk
  - None
11. NEW BUSINESS – Presiding Officer

**RESOLUTION #22-69 -RESOLUTION SETTING 2021 AND 2022 SALARIES FOR THE TOWNSHIP CLERK AND DEPUTY CLERK 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 (#21-25)** which provides for the range within which the salaries, wages or compensation of the Township Clerk and Deputy Township Clerk may be provided for.

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 the Township Clerk, said salary being within the parameters set by the Salary Ordinance previously adopted by the Council, at \$96,030 effective January 1, 2021 and \$99,909 effective January 1, 2022.

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 the Deputy Township Clerk, said salary being within the parameters set by the Salary Ordinance previously adopted by the Council, at \$57,630 effective January 1, 2021 and \$59,958 effective January 1, 2022.

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

12. MINUTES – Township Clerk

February 2, 2022 - Regular

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

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, 2022 – December 31, 2022**  
 21-03 Lakeland Mobile Home Park – 15 Trailer Lots (Conditional 2022 License Valid Through 6/30/22)

**\*APPOINTMENTS**

- **None**

**\*CONSENT AGENDA RESOLUTIONS:**

- 22-63 Resolution Authorizing the Payment of Bills
- 22-64 Resolution Authorizing the Refund of Overpayment(s) of Taxes
- 22-65 Resolution Authorizing the Refund of Overpayment(s) of Health Fees
- 22-66 Resolution Authorizing a Lease Agreement Between the Township of Jefferson and the County of Morris for Use of the White Schoolhouse Building (Nutrition Project)
- 22-67 Resolution Supporting the Submission of a New Jersey Highlands Grant for Trout Habitat Plan and Investigation by the Township of Jefferson, County of Morris, New Jersey
- 22-68 Resolution Authorizing a Four (4) Year Shared Service Agreement for Use of the Township of Jefferson Gun Range Between the Township of Parsippany-Troy Hills, Township of Hardyston

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

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 – Township Clerk**

- **None**

16. **ADJOURNMENT AT \_\_\_\_\_ PM - Presiding Officer**

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

**FUTURE MEETINGS** will begin at 7:00 p.m. on each of the dates set forth below, at the Jefferson Township 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, March 2     | Wednesday, March 16                         |
| Wednesday, April 6     | Wednesday, April 20                         |
| Wednesday, May 4       | Wednesday, May 18                           |
| Wednesday, June 15     | Wednesday, June 29                          |
| Wednesday, July 13     | Wednesday, August 10                        |
| Wednesday, September 7 | Tuesday, September 20                       |
| Wednesday, October 5   | Wednesday, October 19                       |
| Wednesday, November 2  | Wednesday, November 30                      |
| Wednesday, December 14 | Wednesday, January 4, 2023 - Reorganization |

**CONSENT AGENDA RESOLUTION #22-63**

**“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 16, 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 #22-64**

**“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>CORELOGIC</b>	\$9,059.92	6	2022
		B233 L29.25 - \$1,998.76			
		B248 L3 - \$1,102.24			
		B432 L21 - \$2,332.30			
		B477 L12.09 - \$3,626.62			
249	3.10	ENSURE TITLE	\$5,907.92	6	2022
302	47	ANTHONY WAYNE TITLE	\$1,759.53	6	2022
445	6.33	TITLE ON DEMAND	\$2,539.05	6	2022
447	13	NO. BERGEN TITLE	\$2,504.13	6	2022
		<b>TOTAL:</b>	<b>\$21,770.55</b>		

**CONSENT AGENDA RESOLUTION #22-65**

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

**WHEREAS**, there appears on the Health 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 refund such overpayment(s) as hereafter shown below:

**CODE OF REASONS**

- |                      |                         |                         |
|----------------------|-------------------------|-------------------------|
| 1. Incorrect Payment | 2. Duplicate Payment    | 3. Service not rendered |
| 4. Program Cancelled | 5. Expelled Participant |                         |

PAYEE	PROGRAM	AMOUNT	CODE
Steve Haggett 10 Grandview Ave. Stockholm, NJ 07460	PSA screening 10/30/22	30.00	3
	<b>Total Refunds:</b>	<b>30.00</b>	

**CONSENT AGENDA RESOLUTION #22-66**

**“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**, the Township is desirous of approving said Lease Agreement for the term starting January 1, 2022 and ending December 31, 2022.

**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 #22-67**

**“RESOLUTION SUPPORTING THE SUBMISSION OF A NEW JERSEY HIGHLANDS GRANT FOR TROUT HABITAT PLAN AND INVESTIGATION BY THE TOWNSHIP OF JEFFERSON, COUNTY OF MORRIS, NEW JERSEY”**

**WHEREAS**, Lake Hopatcong (hereafter known as the Lake) is a popular public accessible, recreational waterbody located in the Township of Jefferson, Morris County, New Jersey as well as three other municipalities; and

**WHEREAS**, the Lake offers a variety of recreational amenities to the residents of the Township of Jefferson and three other municipalities as well as the public; and

**WHEREAS**, one of these amenities includes healthy and viable trout fishery; and

**WHEREAS**, The Township of Jefferson would like to work with the Lake Hopatcong Commission, the Lake Hopatcong Foundation and the other municipalities to better understand how larger fish can better survive seasonal stresses on the lake’s carryover trout habitat; and

**WHEREAS**, the identification of both vertical water column and near-shore trout carryover habitat will aid in the protection and preservation of such habitat; and

**WHEREAS**, linking such potential carryover trout habitat with watershed-based activities will strengthen future requests for funding to further protect the lake against Harmful Algal Blooms (HABS); and

**WHEREAS**, the Township of Jefferson is seeking funds from the New Jersey Highlands Council to initiate this Trout Habitat Plan/Investigation; and

**WHEREAS**, Princeton Hydro worked with various stakeholders to develop a proposed Scope of Work to submit a grant application to the New Jersey Highlands Council at no charge to the Township; and

**WHEREAS**, if the Township of Jefferson is awarded funding through the New Jersey Highlands Council a resolution to authorize the professional service agreement will be done with Princeton Hydro to conduct the consulting and monitoring services associated with this project; and

**WHEREAS**, the total amount of requested funds is \$43,000, which will cover the consulting and monitoring services associated with the project as well as the completion of the final report; and

**WHEREAS**, if this project is not awarded the funding through the New Jersey Highlands Council the Township of Jefferson does not owe any money to Princeton Hydro for the development of the scope of work.

**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 authorizes Princeton Hydro to provide the Township with the scope of work to be submitted directly to the New Jersey Highlands Council, on the Township of Jefferson letterhead, requesting funds for this proposed project.

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**CONSENT AGENDA RESOLUTION #22-68**

**“RESOLUTION AUTHORIZING A FOUR (4) YEAR SHARED SERVICE AGREEMENT FOR USE OF THE TOWNSHIP OF JEFFERSON GUN RANGE BETWEEN THE TOWNSHIP OF PARSIPPANY-TROY HILLS, TOWNSHIP OF HARDYSTON”**

**WHEREAS**, the Township of Jefferson currently has a gun range that is utilized by outside agencies for qualifications for their Law Enforcement; and

**WHEREAS**, the Township of Jefferson adopted Resolution No. 21-76 on March 3, 2021, authorizing a Shared Service Agreement between the Township of Parsippany-Troy Hills, Township of Hardyston, County of Morris, NJ State Police Troop B Barrack and United States Department of Defense; and

**WHEREAS**, the Township of Jefferson has since determined that only Parsippany-Troy Hills and Hardyston Township desire to enter into the shared services agreement for use of the Township of Jefferson Gun Range; and

**WHEREAS**, the Township of Jefferson would like to formally execute a Shared Service Agreement between the Township of Parsippany-Troy Hills and Township of Hardyston; and

**WHEREAS**, the term of the Shared Service Agreement is for a four (4) year contract beginning January 1, 2021 to December 31, 2024 with an option for extensions along with a daily fee of \$250.00 for each day not to exceed 30 days in a year.

**NOW THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey authorize a four (4) year Shared Service Agreement for use of the Township of Jefferson Gun Range between the Township of Jefferson, Township of Parsippany-Troy Hills and Township of Hardyston commencing on January 1, 2021 through December 31, 2024.