

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

FINAL

FEBRUARY 17, 2021
REGULAR MEETING – 6:00 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 17, 2021** 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 to a meeting held via remote access only due to the Covid-19 pandemic and in response to State and Local Health Department guidelines, as well as a change in meeting time, was noticed on **January 22, 2021**.

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
Mrs. Bennett		
Mr. Birmingham		
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: Administrator Debi Millikin, Mayor Eric Wilsusen, Chief Financial Officer Bill Eagen, Assistant Township Engineer Jim Lutz, IT Director Dave Van Valer.

3. SALUTE TO THE FLAG – Presiding Officer

4. SPECIAL PRESENTATIONS

- Proclamation – Jefferson Township Municipal Alliance Committee (JTMAC) 50 Year Anniversary – Mayor Wilsusen

5. COUNCIL AND MAYOR DISCUSSION

- Amending Chapter 439, Surface Water Management (Stormwater)
- Budget Discussion – CFO Bill Eagen
- Civitas – Strategic Plan

6. ORDINANCES –PUBLIC HEARING AND VOTE FOR ADOPTION – Township Clerk

- None

7. 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.

8. ADMINISTRATIVE REPORTS OF MAYOR AND ADMINISTRATOR – Mayor Wilsusen

9. COUNCIL REPORTS – Presiding Officer

10. ORDINANCES – FIRST READING

- None

11. NEW BUSINESS

- None

12. MINUTES
 January 20th, 2020 – Regular (Smith Abstain)

Council Member	By	2 nd	Yes	No	Abstain	Absent
Mrs. Bennett						
Mr. Birmingham						
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

- None

*APPOINTMENTS

- William J. Zabriskie – Fire Company #1

*CONSENT AGENDA RESOLUTIONS:

- 21-61 Resolution Authorizing the Payment of Bills
- 21-62 Resolution Authorizing a Transfer of Appropriations
- 21-63 Resolution Authorizing a Lease Agreement Between the Township of Jefferson and the County of Morris For Use Of The White Schoolhouse Building (Nutrition Project)
- 21-64 Resolution Authorizing a Temporary Budget Amendment
- 21-65 Resolution Authorizing Contracts With Certain Approved State Contract Vendors For Contracting Units Pursuant to N.J.S.A. 40A:11-12a – Custom Bandag
- 21-66 Resolution Authorizing Contracts With Certain Approved New Jersey State and Morris County Pricing Council Contract Vendors For Contracting Units Pursuant to N.J.S.A. 40A:11-12a – Firefighter One, LLC
- 21-67 Resolution Authorizing Contracts With Certain Approved NJ State Contract Vendor & ESCNJ Contract Vendor For Contracting Units – CDW-G
- 21-68 Resolution Authorizing Contract With Certain Approved State Contract Vendors For Contracting Units Pursuant To N.J.S.A. 40A:11-12a – Shi International Corp

Council Member	By	2 nd	Yes	No	Abstain	Absent
Mrs. Bennett						
Mr. Birmingham						
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
 RESOLUTION #21-69 – RESOLUTION PROVIDING FOR A MEETING NOT OPEN TO THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF THE NEW JERSEY OPEN PUBLIC MEETINGS ACT, N.J.S.A. 10:4-12

WHEREAS, the Township Council of the Township of Jefferson is subject to certain requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6, et seq.; and

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

WHEREAS, it is necessary for the Township Council of the Township of Jefferson to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

- (1) Matters Required by Law to be Confidential: Any matter which, by express provision of Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.
- (2) Matters Where the Release of Information Would Impair the Right to Receive Funds: Any matter in which the release of information would impair a right to receive funds from the Government of the United States.
- (3) Matters Involving Individual Privacy: Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.
- (4) Matters Relating to Collective Bargaining Agreements: Any collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.
- (5) Matters Relating to the Purchase, Lease or Acquisition of Real Property or the Investment of Public Funds: Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.
- (6) Matters Relating to Public Safety and Property: Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations of possible violations of the law.
- (7) Matters Relating to Litigation, Negotiations and the Attorney-Client Privilege: Any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.
 - COAH Update
 - Tax Appeal – Newark Watershed
- (8) Matters Relating to the Employment Relationship: Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose right could be adversely affected request in writing that such matter or matters be discussed at a public meeting.
- (9) Matters Relating to the Potential Imposition of a Penalty: Any deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party bears responsibility.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, in the County of Morris and State of New Jersey, assembled in public session on **February 17, 2021 at 6:00 P.M.** in the Township Municipal Building, 1033 Weldon Road, Lake Hopatcong, New Jersey, that the Township Council shall meet in Executive Session, from which the public shall be excluded, for the discussion of matters relating to the specific items designated above.

BE IT FURTHER RESOLVED that it is anticipated that the deliberations conducted in closed session may be disclosed to the public upon the determination of the Township Council that the public interest will no longer be served by such confidentiality.

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

16. ADJOURNMENT AT _____ PM - Presiding Officer

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

FUTURE MEETINGS 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, February 24th – 6 pm
Wednesday, March 3rd
Wednesday, March 17th
Wednesday, April 7th
Wednesday, April 21st
Wednesday, May 5th
Wednesday, May 19th
Wednesday, June 2nd
Wednesday, June 16th
Wednesday, July 7th
Wednesday, August 4th
Wednesday, September 1st
Tuesday, September 14th
Wednesday, October 6th
Wednesday, October 20th
Wednesday, November 10th
Wednesday, December 1st
Wednesday, December 15th
Wednesday, January 5th, 2022 - Reorganization

CONSENT AGENDA RESOLUTION #21-61

“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 17, 2021 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 #21-62

“RESOLUTION AUTHORIZING A TRANSFER OF APPROPRIATIONS”

WHEREAS, there is a need for an appropriation transfer for 2020 Current Fund; and

WHEREAS, there are sufficient funds to meet the current needs.

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, as authorized by N.J.S.A. 40A:4-58, the Chief Financial Officer (CFO) is hereby authorized and directed to make the following transfers:

Appropriation Transfers - 2020 Budget		
02/17/2021 Council Meeting		
	CURRENT FUND	
FROM:	ACCOUNT No.	AMOUNT:
SNOW REMOVAL SW	0-01-26-260-292-100	40,000.00
SNOW REMOVAL OE	0-01-26-260-292-200	80,000.00
ACCUMULATED ABSCENCES SW	0-01-30-415-415-100	10,000.00
		130,000.00
	TRUST FUND	
TO:	ACCOUNT No.	AMOUNT:
SNOW TRUST	T-15-56-860-000-846	120,000.00
ACCUMULATED ABSENCE TRUST	T-15-56-860-000-856	10,000.00
		130,000.00

CONSENT AGENDA RESOLUTION #21-63

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

WHEREAS, the Township of Jefferson (Landlord) maintain 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, 2021 and ending December 31, 2021

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.

CONSENT AGENDA RESOLUTION #21-64

“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 **2021** Budget for the purposes and amounts required in the manner therein provided; and

WHEREAS, the Township Council approved temporary budget appropriations (Resolution #21-38) on January 6, 2021; and

WHEREAS, the Township Council approved temporary budget appropriations (Resolution #21-57) on February 17, 2021; and

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

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, Morris County, 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	2020 Budget	2021 Temp Budget
0-01-20-110-110-000	ADMINISTRATION		
0-01-20-110-110-200	ADMINISTRATION OTHER EXPENSE	84,650.00	22,220.63
0-01-20-145-145-000	TAX COLLECTION		
0-01-20-145-145-200	TAX COLLECTION Other Expense	13,675	3,590
0-01-27-346-346-000	CDL TESTING O/E		
0-01-27-346-346-200	CDL TESTING OTHER EXPENSE	3,000.00	787.50
	Totals	101,325.00	26,597.81

CONSENT AGENDA RESOLUTION #21-65

“RESOLUTION AUTHORIZING CONTRACTS WITH CERTAIN APPROVED STATE CONTRACT VENDORS FOR CONTRACTING UNITS PURSUANT TO N.J.S.A. 40A:11-12a “CUSTOM BANDAG”

WHEREAS, the Township of Jefferson, may by resolution and without advertising for bids in accordance with N.J.S.A. 40A:11-12a and N.J.A.C.5:34-7.29 (c), purchase goods and services under the State of New Jersey Cooperative Purchasing Program for any state contracts entered into on behalf of the State of the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Township of Jefferson has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, State Contracts, 20-FLEET-00948 & 19-FLEET-00708 were awarded to Custom Bandag, 36 Meadow Avenue, Wharton, NJ 07885 for tires, tubes & services; and

WHEREAS, the Township of Jefferson desires to purchase, in an **amount not to exceed \$45,000.00 for various tires, tubes & services** through this resolution and properly executed contract, which shall be subject to all the conditions applicable to the current New Jersey Cooperative Purchasing Program contracts; 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 \$45,000.00.

1-01-26-260-291-238

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson that the Township Administrator is authorized to purchase tires, tubes & service **in an amount not to exceed \$45,000.00 from Custom Bandag, 36 Meadow Avenue, Wharton, NJ 07885.**

CONSENT AGENDA RESOLUTION #21-66

“RESOLUTION AUTHORIZING CONTRACTS WITH CERTAIN APPROVED NEW JERSEY STATE AND MORRIS COUNTY PRICING COUNCIL CONTRACT VENDORS FOR CONTRACTING UNITS PURSUANT TO N.J.S.A. 40A:11-12a “FIREFIGHTER ONE, LLC.”

WHEREAS, the Township of Jefferson, may by resolution and without advertising for bids in accordance N.J.S.A. 40A:11-12a and N.J.A.C.5:34-7.29 (c), purchase goods and services under the State of New Jersey Cooperative Purchasing Program and Morris County contracts entered into on behalf of the State of the Division of Purchase and Property in the Department and of the Treasury and the Morris County Cooperative Pricing Council; and

WHEREAS, the Township of Jefferson has the need on a timely basis to purchase goods or services utilizing State and County contracts; and

WHEREAS, State Contracts T-0790, T-0106, T-0969 and Morris County Cooperative Pricing Council, #6MOCCPC, Contracts 13-A & #40 were awarded to **Firefighter One, LLC., 34 Wilson Drive, Sparta, NJ 07871** for Fire Dex gear, Scott SCBA gear, Personal Protective Clothing, Extrication Equipment, rescue tools, Ponn hoses and Fire boat parts and repairs; and

WHEREAS, the Township of Jefferson desires to purchase, in an **amount not to exceed \$175,000.00** for Firefighter Equipment through this resolution and properly executed contract, which shall be subject to all the conditions applicable to the current New Jersey Cooperative Purchasing Program and Morris County contracts; 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 \$175,000.00.

1-01-25-255-255-200
1-01-25-255-256-200
C-04-55-920-013-906
C-04-55-920-013-907
2021 Capital (TDB)

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson that the Township Administrator is authorized to purchase **Fire Dex gear, Scott SCBA gear, Personal Protective Clothing, Extrication Equipment, rescue tools, Ponn hoses and Fire boat parts and repairs from Firefighter One, LLC., 34 Wilson Drive, Sparta, NJ 07871.**

CONSENT AGENDA RESOLUTION #21-67

**“RESOLUTION AUTHORIZING CONTRACTS WITH CERTAIN APPROVED
NJ STATE CONTRACT VENDOR & ESCNJ CONTRACT VENDOR FOR CONTRACTING UNITS – CDW-G”**

WHEREAS, the Township of Jefferson, may by resolution and without advertising for bids, in accordance with N.J.S.A. 40A:11-11 of the Local Public Contracts Law, purchase goods or services under the New Jersey State Cooperative Purchasing Program contracts entered into on behalf of the State Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Township of Jefferson has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, the New Jersey State Cooperative Purchasing Program contracts **#19-TELE-00656 & #M-0003, A89849** and the Educational Services Commission of New Jersey contract **ESCNJ 18/19-03** were awarded to **CDW-G, 230 N. Milwaukee Avenue, Vernon Hills, IL 60061** for Data Communications Equipment, Software Licensing, Technology Supplies & Services; and

WHEREAS, the Township of Jefferson desires to purchase, in an **amount not to exceed \$150,000.00 for Data Communications Equipment, Software Licensing, Technology Supplies & Services** through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current New Jersey State Cooperative Purchasing Program and the Educational Services Commission of New Jersey contracts; 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 \$150,000.00.

1-01-20-140-140-268
1-01-25-250-250-267
C-04-55-919-012-911
C-04-55-920-010-909
C-04-55-920-010-910
2021 Capital TBD

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson that the Township Administrator is authorized to purchase **Data Communications Equipment, Software Licensing, Technology Supplies & Services from the approved New Jersey State Cooperative Purchasing Program #19-TELE-00656 & #M-0003, A89849 and the Educational Services Commission of New Jersey contract ESCNJ 18/19-03 in an amount not to exceed \$150,000.00 from CDW-G, 230 N. Milwaukee Avenue, Vernon Hills, IL 60061.**

CONSENT AGENDA RESOLUTION #21-68

**“RESOLUTION AUTHORIZING CONTRACT WITH CERTAIN APPROVED
STATE CONTRACT VENDORS FOR CONTRACTING UNITS PURSUANT TO N.J.S.A. 40A:11-12a
“SHI INTERNATIONAL CORP.”**

WHEREAS, the Township of Jefferson, may by resolution and without advertising for bids in accordance with N.J.S.A. 40A:11-12a and N.J.A.C.5:34-7.29 (c), purchase goods and services under the State of New Jersey Cooperative Purchasing Program for any state contracts entered into on behalf of the State of the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Township of Jefferson has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, NJ State Contracts, M-0003, A89851 was awarded to **SHI International Corp, 290 Davidson Avenue, Somerset, NJ 08873** for Software and Related Services, and

WHEREAS, the Township of Jefferson desires to purchase, in an **amount not to exceed \$100,000.00 for Software for related services** through this resolution and properly executed contract, which shall be subject to all the conditions applicable to the current New Jersey Cooperative Purchasing Program contracts; 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 \$100,000.00

**1-01-20-140-140-268
1-01-25-250-250-267
C-04-55-919-012-911
C-04-55-920-010-909
C-04-55-920-010-910
2021 Capital TBD**

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson that the Township Administrator is authorized to purchase **Software and related services in an amount not to exceed \$100,000.00 from SHI International Corp, 290 Davidson Avenue, Somerset, NJ 08873.**