

**APRIL 15, 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 **April 15, 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.

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 was noticed on **April 9, 2020**.

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: Administrator Debi Millikin, Mayor Eric Wilsusen, Chief Financial Officer Bill Eagen and Township Auditor Jim Cerullo.

3. SALUTE TO THE FLAG – Presiding Officer

4. SPECIAL PRESENTATIONS

- None for April 15, 2020

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 April 15, 2020

7. NEW BUSINESS – Presiding Officer

RESOLUTION #20-96

Resolution Authorizing Reading of the 2020 Municipal Budget and 2020 Solid Waste Collection District Municipal Budget By Title

WHEREAS, pursuant to the Local Budget Law N.J.S.A. 40A:4-1 et seq., all provisions for the Adoption of the **2020** Municipal Budget and Solid Waste Collection District Municipal Budget for the Township of Jefferson have been met.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey that the **2020** Municipal Budget and Solid Waste Collection District Municipal Budget shall be read by title at this Adoption for same.

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

RESOLUTION #20-97

Resolution Authorizing The Self Examination of Budget

WHEREAS, N.J.S.A. 40A:4-78b has authorized the Local Finance Board to adopt rules that permit municipalities in sound fiscal condition to assume the responsibility, normally granted to the Director of the Division of Local Government Services, of conducting the annual budget examination; and

WHEREAS, N.J.A.C. 5:30-7 was adopted by the Local Finance Board on February 11, 1997; and

WHEREAS, pursuant to N.J.A.C. 5:30-7.2 through 5:30-7.5 the Township of Jefferson has been declared eligible to participate in the program by the Division of Local Government Services, and the Chief Financial Officer has determined that the Township of Jefferson meets the necessary conditions to participate in the program for the **2020** budget year.

NOW, THEREFORE, 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.A.C. 5:30-7.6a & b and based upon the Chief Financial Officer's certification, the Governing Body has found the budget has met the following requirements:

1. That with reference to the following items, the amounts have been calculated pursuant to law and appropriated as such in the budget:

- a. Payment of interest and debt redemption charges
 - b. Deferred charges and statutory expenditures
 - c. Cash deficit of preceding year
 - d. Reserve for uncollected taxes
 - e. Other reserves and non-disbursement items
 - f. Any inclusions of amounts required for school purposes
2. That the provisions relating to limitation on increases of appropriations pursuant to N.J.S.A. 40A:4-45.2 and appropriations for exceptions to limits on appropriations found at 40A:4-45.3 et seq. are fully met (complies with the "CAP" law).
 3. That the budget is in such form, arrangement, and content as required by the Local Budget Law and N.J.A.C. 5:30-4 and 5:30-5.
 4. That pursuant to the Local Budget Law:
 - a. All estimates of revenue are reasonable, accurate, and correctly stated.
 - b. Items of appropriation are properly set forth
 - c. In itemization, form, arrangement, and content the budget will permit the exercise of the comptroller function within the municipality.
 5. The budget and associated amendments have been introduced, publicly advertised, and in accordance with the relevant provisions of the Local Budget Law, except that failure to meet the deadlines of N.J.S.A. 40A:4-5 shall not prevent such certification.
 6. That all other applicable statutory requirements have been fulfilled.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Director of the Division of Local Government Services.

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

8. **COUNCIL AND MAYOR DISCUSSION**
 - Budget Presentation
9. **2020 MUNICIPAL BUDGET - Township Clerk**
 - **RESOLUTION 20-98**
Adoption of 2020 Municipal Budget

BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey that the budget hereinbefore set forth is hereby adopted and shall constitute an appropriation for the purposes stated of the sums therein set forth as appropriations, and authorization of the amount of **\$20,402,816.03 for Municipal Purposes, \$282,337.00 for Open Space, Recreation, Farmland and Historic Preservation Trust Fund Levy, and \$921,263.00 for Minimum Library Levy.**

- **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: March 18, 2020

Adopted:

Council Member	By	2 nd	Yes	No	Abstain	Absent	By	2 nd	Yes	No	Abstain	Absent
Mr. Birmingham			X									
Mr. Dunham			X									
Mrs. Merz	X		X									
Vice President Senatore		X	X									
President Finnegan			X									

10. **2020 SOLID WASTE COLLECTION DISTRICT MUNICIPAL BUDGETS - Township Clerk**
 - **RESOLUTION 20-99**
Adoption of 2020 Solid Waste Collection District Municipal Budget

BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey that the budget hereinbefore set forth is hereby adopted and shall constitute an appropriation for the purposes stated of the sums therein set forth as appropriations, and authorization of the amount of **\$2,374,740.00 for amount to be raised by taxation for Solid Waste Collection District.**

- **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: March 18, 2020

Adopted:

Council Member	By	2 nd	Yes	No	Abstain	Absent	By	2 nd	Yes	No	Abstain	Absent
Mr. Birmingham			X									
Mr. Dunham	X		X									
Mrs. Merz			X									
Vice President Senatore		X	X									
President Finnegan			X									

11. ADMINISTRATIVE REPORTS OF MAYOR AND ADMINISTRATOR – Mayor Wilsusen
12. COUNCIL REPORTS – Presiding Officer
13. ORDINANCES – FIRST READING- Township Clerk
 - None for April 15, 2020
14. MINUTES
 March 18, 2020 (Regular)

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

15. 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**

- None

***CONSENT AGENDA RESOLUTIONS:**

- 20-100 Resolution Authorizing the Payment of Bills
- 20-101 Resolution Authorizing Contract for Portable Toilets to The Cheap Disposal, LLC
- 20-102 Resolution Authorizing Contracts With Certain Approved Morris County Cooperative Pricing Council Contract Vendors for Contracting Units - Rio Supply, Inc.
- 20-103 Resolution Authorizing Contracts With Certain Approved New Jersey State Contract Vendor & ESCNJ Contract Vendor for Contracting Units - CDW-G
- 20-104 Resolution Authorizing the Refund of Overpayment(s) of Taxes

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

16. 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.
17. EXECUTIVE SESSION - Presiding Officer
 - None for April 15, 2020
18. ADJOURNMENT AT _____ PM - Presiding Officer

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

FUTURE MEETINGS (7 PM START)

- | | |
|--------------------------|--|
| Wednesday, May 6th | Wednesday, May 20th |
| Wednesday, June 10th | Wednesday, June 24th |
| Wednesday, July 15th | Wednesday, August 12th |
| Wednesday, September 2nd | Tuesday, September 15th |
| Wednesday, October 7th | Wednesday, October 21st |
| Wednesday, November 11th | Wednesday, December 2nd |
| Wednesday, December 16th | Thursday, January 6th, 2021 – Reorganization |

CONSENT AGENDA RESOLUTION #20-100

“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 April 15, 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 #20-101

“RESOLUTION AUTHORIZING CONTRACT FOR PORTABLE TOILETS TO THE CHEAP DISPOSAL, LLC”

WHEREAS, the Township of Jefferson has, in accordance with the Local Public Contracts Law of the State of New Jersey, received bids for Portable Toilets on March 11, 2020, (17 regular units and 12 handicap accessible units for monthly rental and an additional 14 regular units and 3 handicap accessible units provided for Jefferson Day); and

WHEREAS, The Cheap Disposal, LLC of Fairfield, New Jersey is the lowest responsible bidder and therefore, the contract should be awarded to said contractor; and

WHEREAS, the contract term shall be through December 31, 2020, subject to extension for an additional twelve (12) month period (calendar year 2021) by mutual consent of both parties provided that the prices for calendar year 2021 remain the same; 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 \$28,325.00.

0-01-28-370-370-261	24,250.00
T-26-56-860-000-321	1,875.00
0-01-30-420-420-251	2,200.00

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that a contract for Portable Toilets (17 regular units and 12 handicap accessible units for monthly rental and an additional 14 regular units and 3 handicap accessible units provided for Jefferson Day) is awarded to The Cheap Disposal, LLC, 1275 Bloomfield Avenue, Fairfield, New Jersey, 07004.

BE IT ALSO RESOLVED that the Mayor and Municipal Clerk are authorized to sign the contracts for Portable Toilets.

CONSENT AGENDA RESOLUTION #20-102

“RESOLUTION AUTHORIZING CONTRACTS WITH CERTAIN APPROVED MORRIS COUNTY COOPERATIVE PRICING COUNCIL CONTRACT VENDORS FOR CONTRACTING UNITS - RIO SUPPLY, INC.”

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 Morris County Cooperative Pricing Council (MCCPC) contracts entered into on behalf of the Township of Randolph; and

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

WHEREAS, MCCPC Contract #47 (Categories B, D, E, F, G & H) was awarded to Rio Supply, Inc., 100 Allied Parkway, Sicklerville, New Jersey, 08081 for Water Meters and Readers; and

WHEREAS, the Township of Jefferson desires to purchase Water Meters and Readers in an amount not to exceed \$75,000.00 through this resolution and properly executed contract, which shall be subject to all the conditions applicable to the current Morris County Cooperative Pricing Council Co-op 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 \$75,000.00.

C-06-55-520-008-501

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson that the Township Administrator is authorized to purchase Water Meters and Readers in an amount not to exceed \$75,000.00 from Rio Supply, Inc., 100 Allied Parkway, Sicklerville, New Jersey, 08081.

CONSENT AGENDA RESOLUTION #20-103

“RESOLUTION AUTHORIZING CONTRACTS WITH CERTAIN APPROVED
 NEW JERSEY 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:11-12a and N.J.A.C.5:34-7.29 (c), purchase goods and services **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 may also, 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 Approved Co-op #65MCESCCPS, Educational Services Commission of New Jersey (ESCNJ) Co-op contracts entered into on behalf of said Commission**; 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 #19-TELE-00656 and #M-0003 (A89849)** and the Educational Services Commission of New Jersey contract **MRESC 18/19-03** were awarded to **CDW-G, 230 N. Milwaukee Avenue, Vernon Hills, Illinois, 60061** for Data Communications Equipment, Software Licensing, Technology Supplies & Services; and

WHEREAS, the Township of Jefferson desires to purchase **Data Communications Equipment, Software Licensing, Technology Supplies & Services in an amount not to exceed \$150,000.00** 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**.

- 0-01-20-140-140-268
- 0-01-25-250-250-267
- C-04-55-920-013-906
- C-04-55-920-013-907
- C-04-55-920-010-909
- C-04-55-920-010-910
- C-04-55-920-010-911

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey that the Township Administrator is authorized to purchase **Data Communications Equipment, Software Licensing, Technology Supplies & Services in an amount not to exceed \$150,000.00 from CDW-G, 230 N. Milwaukee Avenue, Vernon Hills, Illinois, 60061.**

CONSENT AGENDA RESOLUTION #20-104

“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
299	23	LIEN TIMES LLC	\$75,833.92	5	2020
299	23	LIEN TIMES LLC	\$43,600.00	10	2020
129	9	NJSL 301, LLC	\$ 1,435.39	5	2020
129	9	NJSL 301, LLC	\$ 1,500.00	10	2020
			TOTAL	\$122,369.31	