

JEFFERSON TOWNSHIP COUNCIL  
MUNICIPAL BUILDING  
1033 WELDON ROAD  
LAKE HOPATCONG, NJ 07849  
973-208-6100  
[www.jeffersontownship.net](http://www.jeffersontownship.net)

FEBRUARY 3, 2021  
REGULAR MEETING – 6:00 PM  
MINUTES

**1. CALL TO ORDER**

Council President Senatore read the meeting statement as follows: This meeting is called pursuant to the provisions of the Open Public Meetings Law. This meeting of **February 3, 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**.

Council President Senatore called the meeting to order at 6:00 pm.

**2. ROLL CALL**

	Present	Absent
Mrs. Bennett	X	
Mr. Birmingham	X	
Mr. Smith	X	
Vice President Dunham	X	
President Senatore	X	
Mr. Ryan, Township Attorney	X	
Ms. Reilly, Township Clerk	X	

Ms. Reilly called the roll. All Council members were present remotely on Zoom. Also in attendance were Administrator Debi Millikin, Mayor Eric Wilsusen, Director of Information Technology Dave Van Valer, Chief Financial Officer Bill Eagen.

**3. SALUTE TO THE FLAG**

Council President Senatore led the flag salute.

**4. SPECIAL PRESENTATIONS**

There were no special presentations listed on the agenda for February 3, 2021.

**5. PUBLIC COMMENT**

Council President Senatore opened the public comment portion of the meeting with the consent of the members present and asked speakers to state their name and address for the record.

With no one wishing to be heard, Council President Senatore closed the public comment portion of the meeting.

**6. ORDINANCES –PUBLIC HEARING AND VOTE FOR ADOPTION**

**ORDINANCE #21-02 – “AN ORDINANCE AMENDING CHAPTER 490, ZONING, ARTICLE III, DEFINITIONS AND WORD USAGE, SECTION 5, DEFINITIONS, OF THE CODE OF THE TOWNSHIP OF JEFFERSON, TO INCLUDE A NEW DEFINITION FOR SELF-STORAGE”**

**WHEREAS**, the Township of Jefferson desires to amend Section 490-5, Definitions of the Jefferson Township Municipal Code, to include a new definition, “Self-Storage”.

**NOW, THEREFORE, BE IT ORDAINED** by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that Section 490-5, Definitions, shall be amended to include a new definition, “Self-Storage”, as set forth below:

**SECTION I**

Jefferson Township Code, Section 490-5, shall be amended to include the following definition:

**Self-Storage** - An enclosed building that provides a variety of designated units, within the building, for individuals to rent and store their personal or business belongings on a short or long term basis. The storage spaces, also referred to as storage units, are typically rented on a month-to-month basis. Office use, specific to the operation of the self-storage facility is permitted. Ancillary retail sales of typical storage items such as, but not limited to, boxes, locks and packing supplies for sale to tenants, are permitted.

**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.

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

**PUBLIC HEARING**

Council President Senatore opened the public hearing with the consent of the members present and asked speakers to state their name and address for the record.

With no one wishing to be heard, Council President Senatore closed the public hearing.

Council Vice President Dunham confirmed with Mr. Ryan that this Ordinance approved the use of self-storage, not anything else above and beyond that or anything that should be handled by the Land Use Board. Mr. Ryan stated that the focus is to include storage facilities that are enclosed buildings. Council Vice President Dunham asked if the Ordinance had been recommended by the Town Planner. Mr. Ryan said yes, and by the Planning Board.

**INTRODUCTION:                      JANUARY 20, 2021**

**ADOPTION:                      FEBRUARY 3, 2021**

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

**7. COUNCIL AND MAYOR DISCUSSION**

**• Budget Discussion**

Mayor Wilsusen stated that Council received their budget books and that he feels this year's budget is pretty straightforward with no surprises. In reference to operating expenses he said pension and healthcare costs are up, and that due to the cancellation of summer camp the Township had to absorb some costs. He reminded Council about Mr. Haack's retirement and the succession plan for the Engineering Department. Mayor Wilsusen mentioned the following big ticket capital expenses: road improvements, a new fire apparatus for Fire Company #1 and a refurbished rescue vehicle for Fire Company #2.

Ms. Millikin stated the following schedule for Department presentations: February 10th, 6 pm – DPW and Engineering, 7 pm – Police; February 24<sup>th</sup>, 6 pm – OEM, Fire, EMS, 7 pm – Water/Sewer, 7:30 pm – Recreation and Parks.

Mr. Eagen reviewed some of the deadlines associated with the budget. He said the Annual Debt Statement is typically due January 30<sup>th</sup> but the Township's was done early. He reported the net debt percentage went down from .622 percent to .606 percent, and the net debt decreased from \$16.86 million dollars to \$16.67 million dollars. Mr. Eagen said the Annual Financial Statement (AFS) is typically due by February 10<sup>th</sup> but the State has extended the deadline to February 26<sup>th</sup>. He said the auditors are working on the Township's AFS.

Mr. Eagen said the Township is in the last year of local examination of the budget, and the plan is to introduce the budget either March 17<sup>th</sup> or April 7<sup>th</sup>. He explained that the State's deadline for introduction is March 30<sup>th</sup> or the next regular Council meeting. He said the adoption of the budget would then occur either April 21<sup>st</sup> or May 5<sup>th</sup>.

Mr. Eagen reported that the current fund is up 3.9 percent, versus 2.5 percent at this point last year. He said he set most of the departmental budgets at last year's amount unless there was an extenuating request. He said there is one new position in the budget, which is a full time assistant engineer/draftsman position, pro-rated for a June 1<sup>st</sup> start date. He explained that part of the salary will be charged off to the capital improvement fund.

Mr. Eagen told Council that pension and health care costs are helping to drive the higher than normal increase. He said without the pension and healthcare increases the budget would be at 2.1 percent. He also mentioned having to charge \$137,000 of summer camp expenses, such as salaries, pension, and workmen's compensation, against the regular budget, since camp was cancelled. Council Vice President Dunham asked if there was surplus left in the camp fund and Mr. Eagen said no since some of the expenditures had been charged off to the surplus. He stated that if camp can be run in some form this year it will help the budget but he feels the Township has to take the position that camp won't be able to cover its own expenses. Mr. Eagen reminded Council that as part of the plan to become debt free, the budget includes an additional \$125,000 increase to the capital improvement fund and \$125,000 for note principle.

Councilman Birmingham mentioned that the town is still spending money on Covid expenses but no one knows if there will be additional CARES reimbursement. Mr. Eagen stated that the CARES funding boosted the Township's surplus by \$240,000. He explained that of the \$270,000 received, \$30,000 went back to the snow trust, recreation trust and camp reserve, and the first aid squads. Councilman Smith asked why the money couldn't be used as a refund versus placing the money in surplus. Mr. Eagen said he decided to put the money into surplus to help this year's budget. He explained that since the money was received on December 30<sup>th</sup>, the budget year had been closed at that point and he wouldn't be able to charge anything against it. Council Vice President Dunham asked if the Township could apply for reimbursement for some of the salaries. Ms. Millikin said the Township will still be able to apply for FEMA money for Covid expenses.

Councilman Birmingham asked about the revenue. Mr. Eagen said he will have more details after the Annual Financial Statement but overall, the building department, health department, and overall fees and permits were up \$190,000 last year. He said building department fees alone were up \$125,000 and the fee increase had helped. Mr. Eagen reported that Covid affected court revenues, which were down \$61,000. He said interest on investments was down \$81,000, receipts for delinquent taxes were down about \$24,000 and the cable TV franchise fees were down \$8,000, probably due to the streaming service trend. He mentioned again the \$240,000 in CARES act money that was placed into surplus, as well as approximately \$35,000 from the Township property auction and \$30,000 from the sale of real estate. Mr. Eagen said another thing that will help with this year's budget is that the Township just cancelled \$100,000 in snow appropriations and that money will be placed in surplus. Councilman Birmingham remarked on the drop in interest on investments, which he said was \$245,000 in 2019 versus \$53,000 in 2020.

Mr. Eagen discussed capital projects such as funding one pickle ball court out of the two requested by the Parks Department, an increase in the amount designated for road improvements, a new generator for the municipal building, upgrading the jail cells, and a new fire truck. He mentioned that the Township is gradually increasing the capital improvement fund and paying off debt with the goal of eventually having a fund totaling four (4) million dollars to fund capital projects. Councilwoman Bennett asked which previous projects have not yet been finished and the Mayor said the vast majority of the 2020 projects were completed or encumbered. Mr. Eagen said the HVAC project is out to bid and that the roof project won't be started until the HVAC project is completed. He said the Township is close to going out to bid on moving the radio tower. Ms. Millikin reminded Council that the Department of Corrections told the Township that they would no longer issue a waiver for the non-compliant jail cells and the hope is to have the project completed by August 2022.

Councilman Birmingham asked about last year's total capital amount and Mr. Eagen said the total was 3.2 million dollars, including Section 20 money. He reported that about half a million dollars was "pay as you go". Councilman Birmingham mentioned that there has been no increase in State Aid for twenty (20) years. Mr. Eagen said the auditors will present the state of the Township's finances at one of the March meetings.

#### **8. ADMINISTRATIVE REPORTS OF MAYOR AND ADMINISTRATOR**

Mayor Wilsusen mentioned the recent four (4) day snow storm. He said the Township's crews were prepared and worked very hard. He said the contractor's bill will be big and that some snow has to be trucked out of town. He commended OEM and thanked the Township residents for their cooperation in staying off the roads.

Mayor Wilsusen asked the Council to have a future discussion about dealing with private roads. He said that he, Ms. Millikin, and Mr. Ryan had a discussion today about this issue. Mr. Ryan commented that the Township can't expend funds on private property and private roads should be maintained and serviced by private property owners. He said there are circumstances where, if an emergency exists, the Township can clear the road for emergency vehicle access, but the circumstance does not apply for an anticipated or hypothetical emergency. He said the property owners have to get together and either plow themselves or retain contractors. Mayor Wilsusen said he will be working on the issue with Ms. Millikin, Mr. Ryan, Engineering and the DPW and will bring the issue back to Council for future discussion. He said one of Mr. Ryan's recommendations is to send out letters to the homeowners.

Councilman Birmingham said this issue has come up before. He asked Mr. Ryan if there was an option where, if a percentage of the homeowners who live on the road agree, the group could petition the Township to assess them and then the Township would take over the road. Mr. Ryan said the homeowners would have to bring the road up to basic standards first. He said the Engineer would have to approve the condition of the road and then the Township could accept the road, meaning that the road would then become public and the Township's responsibility.

Mayor Wilsusen gave a Weldon Road Bridge update. He explained that some of the guide rail has been taken down as part of the process to implement an emergency turn around. He said he hopes the bridge demolition takes place soon and he is waiting for further communication from the DOT. He said if all goes well with the demolition of the failed section of the bridge, the DOT hopes to open up a lane in each direction on the section still intact.

Mayor Wilsusen said that Covid numbers are still up but the increase is levelling off. He mentioned that the vaccine is still hard to get, with the demand exceeding supply. He said he has a call with the County tomorrow to talk about vaccine distribution.

Mayor Wilsusen reported that Governor Murphy has increased the indoor dining capacity to thirty-five percent (35%) and is allowing establishments to remain open later. He said the new order also relaxes some restrictions on other activities; however, the indoor/outdoor gathering limits are still ten (10) and twenty-five (25).

Mayor Wilsusen said the Township is trying to be proactive about outdoor dining for 2021 and has prepared an email to businesses which offered outdoor dining last year. He stated that the Department of Community Affairs (DCA) allows for exemptions on permits and certain items can be handled directly by the Zoning Officer, Tom Mahoney. Mayor Wilsusen said the email asks business owners to submit plans and/or changes to plans to Mr. Mahoney.

Ms. Millikin said the snowstorm has been a main topic of business this week and that the DPW, Park, and Utility crews did a fantastic job. She said they continue to move back snow on the roads. She mentioned that there is \$230,000 in the snow trust and that Mr. Eagen will be adding \$120,000 for a total of \$350,000 in 2021. Ms. Millikin also offered a shout out to OEM, Police, Fire and EMS. She said some of them were out during the storm and the Township appreciates them.

Ms. Millikin reported that the gas main connection for the HVAC project has been rescheduled due to weather and that the Police Department addition pre-bid meeting will be held Friday afternoon. She said she, the Mayor, Mr. Mangold, Pam Mancini and Peter Tabbot from the Health Department, and Grace Rhinesmith and Terry McCarney from Recreation met to discuss summer camp. Ms. Millikin said the intent is to amend some activities and to get a program together that can be run within health and safety protocols. She said another meeting is scheduled for Friday.

Council President Senatore asked if there is relief for towns like Jefferson which experienced excessive snow accumulation. Ms. Millikin said the Township will be tracking expenses as if it was a FEMA storm but there has been no federal declaration yet.

**MAYOR'S APPOINTMENTS**

Mayor Wilsusen said the Library Board appointment does have to be done with advice and consent of Council so he is recommending Mrs. Holbrook for a reappointment to the Board. He said she has been a Board Member for quite a few years.

<b>POSITION</b>	<b>NAME</b>	<b>TERM</b>	<b>EXPIRES</b>
Library Board of Trustees	Margaret Holbrook	5 Years	12/31/25

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

**7. COUNCIL AND MAYOR DISCUSSION (continued)**

- Ordinance #21-03 – Adopting an Amendment to the Redevelopment Plan for Redevelopment Area 3, To Allow Public Storage Facilities As A Permitted Use**

Ms. Jill Hartman, the Land Use Board's Planner, joined the meeting. Ms. Millikin explained that questions were raised at the last meeting regarding the self-storage amendment to the redevelopment Ordinance, particularly in reference to the height of the building. She said she spoke to the property owner and they are proposing a forty-two foot (42) structure because of the way the roof is measured, which is to the roof peak, and because they want to incorporate a sloping roof. She stated that the current Ordinance allows for a height of forty (40) feet in that zone.

Council Vice President Dunham said he would like to see the specifications handled by the Land Use Board, particularly as Council has not seen a proposal or sketches.

Ms. Hartman stated that the applicant had proposed a concept plan and the specifications reflected in the proposed Ordinance are based on the concept plan. She said in her opinion the specifications are reasonable given the fact that the building site is on a major highway. She said the Land Use Board had discussed the specifications and thinks they are appropriate and that the Ordinance before Council is what the Land Use Board is recommending.

Councilwoman Bennett mentioned the 2009 redevelopment plan and said page 9 clearly states the area in question should have two story buildings. Ms. Hartman explained that the Ordinance amendment is for public storage buildings only, as they are very different from office buildings or retail commercial buildings. She said the units tends to be taller. Mr. Ryan asked how many floors to anticipate with a height of forty-two (42) feet and Ms. Hartman said probably three or four. Mr. Ryan asked if there had been any discussion about limiting the number of floors. Ms. Hartman stated that she would prefer not to limit the number of floors and that the Land Use Board has made a recommendation based upon what the redeveloper proposed, that the site is on a major highway, and the type of structure that can reasonably be accommodated on that property. Councilwoman Bennett referred to a 2019 Zoning Board variance for another three (3) story, thirty-five (35) foot storage area in another area of town. Ms. Hartman said that the two properties are very different locations.

Mayor Wilsusen mentioned that this project will still have to come before the Land Use Board for approvals and Ms. Hartman said yes, the project will need preliminary and final site plan approval. In reference to Council questions Ms. Hartman said that the project had been discussed at the November Land Use Board meeting and Mayor Wilsusen said the site in question is the old garden center next to the used car lots. He mentioned that a self-storage unit would be a better ratable for the town than the existing uninhabited building. He said there is a big demand for storage.

Council Vice President Dunham said his chief concern is the height and that he thinks the building will stick out. Councilman Birmingham said the current structure on the property is two (2) stories. Ms. Hartman said in her opinion it is not a property that will have a significant impact on other properties if the building is a little taller. She said she thinks the idea of providing a modern state of the art building for public storage plus a ratable for the municipality makes a lot of sense.

Councilman Birmingham asked if this will be a PILOT program and Mayor Wilsusen said it's an option if the developer would like to request it. Mr. Ryan said the PILOT program will not be addressed in this Ordinance.

Councilwoman Bennett mentioned that the letter from Land Use Board Chairman Cliff Williams states multiple property locations, Block 273.03 Lot 1 and 273.01 Lots 2 and 2.03. She said his statement mentions that at the Board's meeting, a discussion was held regarding proposing an amendment to add public storage facilities to the list of permitted uses in Redevelopment Area 3 but does not speak to including any specifications. Ms. Hartman said she had not received a copy of the letter but that the Board talked about the amendment and specifications based on the developer's concept. Ms. Hartman confirmed the Block and Lot as Block 272.01 Lot 8 and Ms. Millikin said the physical address of the property is 647 Route 15 South.

Council President Senatore polled the Council and the consensus was the Ordinance should reflect forty (40) feet. Ms. Hartman said she was comfortable with the forty (40) feet. Council President Senatore instructed Ms. Reilly to take a vote on the Ordinance.

**9. ORDINANCES – FIRST READING**

**ORDINANCE #21-03 – “AN ORDINANCE OF JEFFERSON TOWNSHIP ADOPTING AN AMENDMENT TO THE REDEVELOPMENT PLAN FOR REDEVELOPMENT AREA 3, TO ALLOW PUBLIC STORAGE FACILITIES AS A PERMITTED USE, PURSUANT TO THE LOCAL REDEVELOPMENT AND HOUSING LAW, N.J.S.A. 40A:12A-1, ET SEQ.”**

**WHEREAS**, Redevelopment Area 3 governs a portion of the Jefferson Township Rehabilitation Area, designated and adopted by the Township of Jefferson on April 15, 2009 via Ordinance 10-09, pursuant to the Local Redevelopment and Housing Law, N.J.S.A. 40A:12A-1 et seq., and amended on September 9, 2009, April 20, 2011 and September 3, 2014; and

**WHEREAS**, in accordance with the Redevelopment Law and upon Planning Board recommendation, the Township Council designated property identified as Block 27201, Lot 8 as a non-condemnation area in need of redevelopment under the Redevelopment Law (the “Redevelopment Area”), which designation authorized the Township Council to use all those powers permitted by the Redevelopment Law for use in a redevelopment area, except the power of eminent domain; and

**WHEREAS**, in accordance with the Redevelopment Law and by resolution duly adopted on November 11, 2020 (Resolution No. 20-265), the Township Council of the Township of Jefferson (the “Township”) authorized and directed the Township Planning Board (the “Planning Board”) to review the draft Redevelopment Plan Amendment, pursuant to N.J.S.A. 40A-12A-7(e); and

**WHEREAS**, following such review, the Planning Board has rendered its report and recommendations to the Township Council and noted the Redevelopment Plan is not inconsistent with the Township’s Master Plan, and with comments and recommendations, pursuant to N.J.S.A. 40A-12A-7(e); and

**WHEREAS**, the Township Council hereby finds it appropriate for an Amendment to the Redevelopment Plan to be adopted for the Redevelopment Area, adding public storage facilities as a permitted use, the Redevelopment Plan being, among other things, substantially consistent with the Master Plan for the Township; and

**WHEREAS**, the Planning Board recommended certain amendments to the Redevelopment Plan, which the Township wishes to incorporate therein, amending the Redevelopment Area 3 to permit public storage facilities as a public use with the following zone schedule requirements: front yard setback 35'; rear yard setback 30'; building height 42'; building coverage 30%, and impervious coverage 70%; and

**WHEREAS**, the Township Council now desires to adopt the Amendment to the Redevelopment Plan and to direct the applicable provisions of the Township's Zoning Ordinance and Map be amended and superseded to reflect the provisions of the Amended Redevelopment Plan, as and to the extent set forth therein.

**NOW, THEREFORE, BE IT ORDAINED** by the Township Council of the Township of Jefferson as follows:

1. Generally. The aforementioned recitals are incorporated herein as though fully set forth at length.
2. Adoption. The Amendment to the Redevelopment Plan, as filed in the Office of the Township Clerk is hereby approved and adopted.
3. Amendment of Zoning Ordinance and Map. The sections of the Township's Zoning Ordinance and Map are hereby amended to incorporate and reflect the Redevelopment Plan, to add public storage as a permitted use, with the following zone schedule requirements: front yard setback 35'; rear yard setback 30'; building height 42'; building coverage 30%, and impervious coverage 70%.
4. Severability. If any part of this Ordinance shall be deemed invalid, such parts shall be severed and the invalidity thereof shall not affect the remaining parts of the Ordinance.
5. Public Review. A copy of this Ordinance shall be available for public inspection at the offices of the Township Clerk.
6. Effective Date. This Ordinance shall take effect 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 17, 2021**.

Ms. Reilly clarified that Council's intent was to introduce the Ordinance with a change to the building height of forty (40) feet. Mr. Ryan and Ms. Millikin said the height will need to be changed in three (3) spots in the Ordinance and also that the block and lot needs to be correcte. Mr. Ryan asked if the Ordinance was time sensitive or if it could be tabled again in order to make sure all the details were correct. Ms. Millikin said she saw no issue with Council tabling the Ordinance. Council President Senatore concurred and said it would be better to get the Ordinance written up correctly. Councilwoman Bennett asked that someone look into the letter sent by Land Use Board Chair Cliff Williams. Ms. Hartman said the Board has a meeting this month and they can have a discussion on it and clarify for Council. She said Council President Senatore or Mayor Wilsusen can report back to Council instead of sending another letter.

**TABLED: JANUARY 20, 2021**  
**TABLED: FEBRUARY 3, 2021**

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

Ms. Reilly asked Ms. Hartman for the date of the next Land Use Board meeting and Ms. Hartman stated that it is February 22<sup>nd</sup>. Ms. Millikin said she would check with the Land Use Board Administrator on Monday regarding the memo from Chairman Williams. Council thanked Ms. Hartman for attending the meeting.

**10. COUNCIL REPORTS**

Councilwoman Bennett thanked everyone for their hard work getting through the storm and thanked the Health Department for everything they are doing relative to Covid. She said she can't wait to discuss the budget next week.

Councilman Birmingham referenced the blizzard of 1996 and said the guys did a fabulous job during the snowstorm. He said he wanted to commend the administration for having very few transfers this year and that this hasn't always been the case in previous years. He mentioned that transfers are usually a sign of overspending budgets.

Councilman Birmingham mentioned that other towns are presenting as friendly to retail and wholesale businesses selling marijuana. He said marijuana is being looked at as a medicinal drug for pain and he suggested this matter be discussed by the Economic Development Committee as it has the potential to bring in revenue for the town and fill empty stores. Mayor Wilsusen said the State legislation has not been completed yet but Jefferson currently does not have any Ordinances that cover this use. Councilman Birmingham stated that he didn't want Jefferson to be the last in or trying to play catch up. Mayor Wilsusen said Council and the administration should have future discussions about this issue.

Councilman Smith commended the administration for the progress on the turnaround for emergency vehicles. He thanked the administration for the budget books and said he was glad to see the enterprise zone expanded.

Council Vice President Dunham thanked the administration for moving ahead with Covid-19 reimbursement and said the money is much needed. He said the website and proposed quarterly newsletter are very valuable and are the communication Jefferson needs. He thanked the Mayor, Administrator, and OEM for their storm preparedness efforts and asked that thanks be passed onto the DPW, Police Dispatch, Police Department, Fire Department, and EMS. Council Vice President Dunham said the Mayor should feel very proud of the performance of the employees and what they accomplished, and he also thanked the residents for their cooperation by not parking on the roads.

Council Vice President Dunham thanked the Mayor and Administrator for being patient with the DOT regarding the emergency turnaround. He commented that the Township just wants to make sure residents on the west side have a prompt response from emergency services. He said he feels it's ridiculous that the DOT has not responded quicker for the protection of residents. Council Vice President Dunham also thanked Jeff Paul from the County for his efforts in securing the emergency turnaround.

Council Vice President Dunham said he concurred with Councilman Birmingham regarding marijuana and that maybe it was something the attorney should look into. He stated that he had previously mentioned the old PNC Bank location as a potential site.

Council President Senatore commended the DPW and Police and everyone involved for a phenomenal job during the storm. She said it was nice to see residents helping each other. She said the Council and administration should check into the options for marijuana as the Township does have empty stores.

#### **11. NEW BUSINESS**

##### **Resolution #21-53 – Resolution of the Township of Jefferson Supporting the Lake Hopatcong Commission**

**WHEREAS**, the Lake Hopatcong Commission was created to ensure sufficient oversight and protection of Lake Hopatcong and its watershed as a natural, scenic and recreational resource so that the lake may be enjoyed to the fullest possible extent; and

**WHEREAS**, the Lake Hopatcong Commission has fostered cooperation among various levels of government in the Lake Hopatcong area to achieve its goals; and

**WHEREAS**, due in large part to the continuing work of the Lake Hopatcong Commission, complaints about the condition of the lake have been dramatically reduced; and

**WHEREAS**, the itemized budget recently proposed by the Lake Hopatcong Commission is justified, well explained and required to protect this important State-owned regional asset.

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

1. The Township of Jefferson strongly endorses the continuing efforts and the proposed budget of the Lake Hopatcong Commission.
2. The Township of Jefferson strongly urges the State to provide all necessary funding to allow the Lake Hopatcong Commission to continue its excellent work in preserving and improving Lake Hopatcong.
3. The Township Clerk is hereby authorized and directed to send a certified copy of this Resolution to the Governor of the State of New Jersey, the Commissioner of the Department of Environmental Protection, the Legislative Representatives of Morris and Sussex Counties, the Board of County Commissioners of Morris and Sussex Counties, and the Lake Hopatcong Commission.

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

Councilman Smith thanked Council for supporting the Lake Hopatcong Commission.

**12. MINUTES**  
 December 16<sup>th</sup>, 2020 – Regular (Smith Abstain)

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

January 6<sup>th</sup>, 2021 – Regular

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

**13. CONSENT AGENDA\***

\*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, 2021 - December 31, 2021

- 21-05 Milton/Oak Ridge Associates – 50 Trailer Lots

**\*APPOINTMENTS**

- None

**\*CONSENT AGENDA RESOLUTIONS:**

- 21-54 Resolution Authorizing the Payment of Bills
- 21-55 Resolution Approving Current Estimate No. 1- TSUJ Corp – For Generator Replacement – Contract No. UTL-20-5
- 21-56 Resolution Authorizing the Cancellation of Checks More Than Six (6) Months Old In The Jefferson Township Municipal Court Bail Account #554018696 and the Jefferson Township Municipal Court General Account #554018688
- 21-57 Resolution Authorizing a Transfer of Appropriations
- 21-58 Resolution Authorizing a Temporary Budget Amendment
- 21-59 The Township of Jefferson Appointment of Commissioner to the North Jersey Municipal Employee Benefits Fund
- 21-60 Resolution Authorizing the Refund of Overpayment(s) of Taxes

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

**14. PUBLIC COMMENT**

Council President Senatore opened the public comment portion of the meeting with the consent of the members present and asked speakers to state their name and address for the record.

**Jose Ortiz – JCP&L**

Mr. Ortiz introduced himself as the external affairs representative for the district and said he took over for Jackie Espinoza. He gave a forestry update and said tree trimming around the substations will continue and OEM will be provided with a list of roads being addressed. He said JCP&L completed trimming around the Cozy Lake substation in late 2020. Mr. Ortiz said he’s always reachable if there are any concerns.

Council Vice President Dunham said he thinks the trimming helps tremendously and hopes JCP&L continues with the program. Councilman Birmingham pointed out that sometimes the branches being trimmed have been supporting dead trees, which are now exposed. Mr. Ortiz asked that Council or administration pass along any knowledge of dead ash trees and said the street list can also be marked up so the tree crews know to investigate certain areas.

Council thanked Mr. Ortiz for attending the meeting.

With no one else wishing to be heard, Council President Senatore closed the public comment portion of the meeting.

**15. EXECUTIVE SESSION**

There was no Executive Session listed on the agenda for February 3, 2021.

**16. ADJOURNMENT AT 8:23 PM**

Motion made by Councilman Smith, second by Councilman Birmingham, to adjourn the meeting at 8:23 pm, with all members in favor signifying by “Aye.”

Council President Senatore reminded Council that next week’s meeting starts at 6. Ms. Millikin said DPW, Engineering, and the Police Department are on the schedule. Council President Senatore asked that budget information be sent to Council and Ms. Millikin said the departments had been given a deadline of Friday at noon.

**February 3, 2021**

\_\_\_\_\_  
 Michele Reilly, Township Clerk

\_\_\_\_\_  
 Melissa Senatore, Council President

**CONSENT AGENDA RESOLUTION #21-54**

**“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 3, 2021** and on file and available for public inspection in the Office of the Treasurer and approved by him/her for payment, be paid.

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**CONSENT AGENDA RESOLUTION #21-55**

**“RESOLUTION APPROVING CURRENT ESTIMATE NO. 1 - TSUJ CORP – FOR GENERATOR REPLACEMENT CONTRACT NO. UTL -20 -5”**

**WHEREAS**, a contract was awarded to **TSUJ Corp** for **Generator Replacement Contract UTL- 20-5**; and

**WHEREAS**, the Township Engineer has submitted **Current Estimate No. 1** in the amount of **\$14,006.20** for work completed and accepted; and

**WHEREAS**, the Chief Financial Officer has certified that funds are available for said payment.

**NOW, THEREFORE, BE IT RESOLVED**, that the Township Council of the Township of Jefferson, County of Morris, State of New Jersey hereby approves **Current Estimate No. 1** for a payment in the amount of **\$14,006.20** to **TSUJ Corp, P.O. Box 4621, Wayne, New Jersey, 07470**.

**BE IT FURTHER RESOLVED** that this payment will be made pending receipt of the State of New Jersey Monthly Project Manning Report and certified payroll records.

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**CONSENT AGENDA RESOLUTION #21-56**

**“RESOLUTION AUTHORIZING THE CANCELLATION OF CHECKS MORE THAN SIX (6) MONTHS OLD IN THE JEFFERSON TOWNSHIP MUNICIPAL COURT BAIL ACCOUNT #554018696 AND THE JEFFERSON TOWNSHIP MUNICIPAL COURT GENERAL ACCOUNT #554018688”**

**WHEREAS**, the Court Office recommends the following outstanding checks be cancelled as they are more than six (6) months old; and

**WHEREAS**, the Mayor of the Township of Jefferson does recommend said outstanding checks be cancelled.

**NOW, THEREFORE, IT RESOLVED** by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that the Court Administrator be and is hereby authorized to cancel the listed checks and issue one check to the Jefferson Township Current Account **in the amount of \$134.00**.

**JEFFERSON TOWNSHIP MUNICIPAL COURT BAIL ACCOUNT #554018696**

<b>CHECK #</b>	<b>AMOUNT</b>
3684	\$ 75.00

**JEFFERSON TOWNSHIP MUNICIPAL COURT GENERAL ACCOUNT #554018688**

<b>CHECK #</b>	<b>AMOUNT</b>
2167	\$ 15.00
2176	\$ 15.00
2179	\$ 1.00
2206	\$ 2.00
2243	\$ 20.00
2245	\$ 1.00
2316	\$ 1.00
2337	\$ 4.00

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**CONSENT AGENDA RESOLUTION #21-57**

**“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.

Appropriation Transfers - 2020 Budget		02/03/2021 Council Meeting
	<b>CURRENT FUND</b>	
<b>FROM:</b>	<b>ACCOUNT No.</b>	<b>AMOUNT:</b>
Administration OE	01-20-110-110-200	2,000.00
Road Department OE	01-26-260-291-200	2,500.00
<b>TO:</b>	<b>ACCOUNT No.</b>	<b>AMOUNT</b>
Clerk OE	01-20-120-000-200	2,000.00
Bldgs & Grounds OE	01-26-310-310-200	2,500.00
	<b>WATER OPERATING</b>	
<b>FROM:</b>	<b>ACCOUNT No.</b>	<b>AMOUNT:</b>
Water Op SW	05-55-500-000-500	17,143.89
<b>TO:</b>	<b>ACCOUNT No.</b>	<b>AMOUNT</b>
Water Op OE	05-55-500-000-550	17,143.89
	<b>SEWER OPERATING</b>	
<b>FROM:</b>	<b>ACCOUNT No.</b>	<b>AMOUNT:</b>
Sewer Op SW	07-55-500-000-500	9,255.12
<b>TO:</b>	<b>ACCOUNT No.</b>	<b>AMOUNT</b>
Sewer Op OE	07-55-500-000-550	9,255.12

**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:

**CONSENT AGENDA RESOLUTION #21-58**

**“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 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	Budget
<b>0-01-20-140-140-000</b>	<b>INFORMATION TECHNOLOGY</b>		
0-01-20-140-140-200	INFORMATION TECHONOLOGY OTHER EXPENSE	146,100.00	38,351.25
<b>0-01-20-175-175-000</b>	<b>HISTORICAL SOCIETY</b>		
0-01-20-175-175-200	HISTORICAL SOC. Other Expense	8,970.00	4,709.25
<b>0-01-23-220-220-000</b>	<b>LIABILITY INSURANCE</b>		
0-01-23-220-220-200	LIABILITY INSURANCE-Other Expense	747,998.00	196,349.48
0-01-23-225-225-000	INSURANCE-DISABILITY		
0-01-23-225-225-200	INS.-DISABILITY Other Expense	39,000.00	10,762.50
<b>0-01-23-225-226-000</b>	<b>UNEMPLOYMENT INSURANCE</b>		
0-01-23-225-226-200	UNEMPLOYMENT INS-Other Expense	30,000.00	7,875.00
<b>0-01-25-240-240-000</b>	<b>POLICE</b>		
0-01-25-240-240-200	POLICE Other Expense	326,700.00	171,517.50
<b>0-01-25-252-252-000</b>	<b>EMERGENCY MGT.</b>		
0-01-25-252-252-200	EMERGENCY MGT.Other Expense	9,950.00	2,611.88
<b>0-01-26-260-292-000</b>	<b>ROADS - SNOW REMOVAL</b>		
0-01-26-260-292-100	SNOW REMOVAL - SNOW O/T S & W	190,000.00	99,750.00
0-01-26-260-292-200	SNOW REMOVAL Other Expense	400,000.00	210,000.00
<b>0-01-26-310-310-000</b>	<b>BUILDINGS &amp; GROUNDS</b>		
0-01-26-310-310-200	BLDGS.& GROUNDS Other Expense	83,900.00	22,023.75
<b>0-01-28-370-372-000</b>	<b>SENIOR CITIZENS - LAKELAND</b>		
0-01-28-370-372-200	LAKELAND SENIORS	7,500.00	5,531.25
<b>0-01-28-370-375-000</b>	<b>SENIOR CITIZENS - MILTON</b>		
0-01-28-370-375-200	MILTON GOLDEN AGE	7,500.00	5,531.25
<b>0-01-30-415-415-000</b>	<b>ACCUMULATED ABSENCE COMPENSATION</b>		
0-01-30-415-415-100	ACCUMULATED ABSENCES SALARY & WAGE	167,417.00	43,946.96
<b>0-01-43-491-491-200</b>	<b>PUBLIC DEFENDER Other Expense</b>	2,500.00	3,500.00
	<b>Totals</b>	<b>2,165,035.00</b>	<b>818,960.06</b>

**CONSENT AGENDA RESOLUTION #21-59**

**“THE TOWNSHIP OF JEFFERSON APPOINTMENT OF COMMISSIONER TO THE NORTH JERSEY MUNICIPAL EMPLOYEE BENEFITS FUND”**

**BE IT RESOLVED** by the Council of the Township of Jefferson in the County of Morris in the State of New Jersey that Debra Millikin is hereby appointed as the Township Commissioner to the North Jersey Municipal Employee Benefits Fund.

**BE IT FURTHER RESOLVED** that Bill Eagen be and is appointed as Township’s Alternate Fund Commissioner to the North Jersey Municipal Employee Benefits Fund effective February 3, 2021.

**CONSENT AGENDA RESOLUTION #21-60**

**“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
403	4	DAVID GILLINTA	\$ 1,866.04	5	2021
403	4	DAVID GILLINTA	\$ 700.00	10	2021
43	13	NJSL 301 LLC	\$ 9,227.87	5	2021
43	13	NJSL 301 LLC	\$24,100.00	10	2021
204	35	GREYMORR LLC	\$ 3,664.48	5	2021
204	35	GREYMORR LLC	\$ 6,000.00	10	2021
321	29	LIEN TIMES LLC	\$17,909.86	5	2021
321	29	LIEN TIMES LLC	\$23,000.00	10	2021
			<b>TOTAL</b>	<b>\$86,468.25</b>	