

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

**FEBRUARY 5, 2020  
REGULAR MEETING – 7:00 PM  
MINUTES**

**1. CALL TO ORDER**

Council President Finnegan read the meeting statement as follows: this meeting is called pursuant to the provisions of the Open Public Meetings Law. This meeting of **February 5, 2020** was included in a list of meetings notice sent to the official newspapers of the Township, the Daily Record and the Star Ledger, on **January 3, 2020** and was posted on the bulletin board in the Municipal Building on **January 3, 2020** and has remained continuously posted as the required notices under the Statute. In addition, a copy of this notice is and has been available to the public and is on file in the office of the Municipal Clerk.

Council President Finnegan called the meeting to order at 7:01 pm.

**2. ROLL CALL – Township Clerk**

	<b>Present</b>	<b>Absent</b>
<b>Mr. Birmingham</b>	X	
<b>Mr. Dunham</b>	X	
<b>Mrs. Merz</b>	X	
<b>Vice President Senatore</b>	X	
<b>President Finnegan</b>	X	
<b>Mr. Ryan, Township Attorney</b>	X	
<b>Ms. Reilly, Township Clerk</b>	X	

Ms. Reilly called the roll. All Council members were present. Also in attendance was Mayor Wilsusen, Administrator Debi Millikin and Chief Financial Officer Bill Eagen.

**3. SALUTE TO THE FLAG**

Council President Finnegan led the flag salute.

**4. SPECIAL PRESENTATIONS**

- **Oath of Office - Nikolai S. Sokiran, Fire Company #2**

Mayor Wilsusen administered the Oath of Office to Nikolai S. Sokiran with the assistance of Council President Finnegan, who presented him with a Certificate of Appreciation from the Township Council.

Mayor Wilsusen stated that he would be promoting Volunteer Awareness Month in April.

**5. PUBLIC COMMENT**

Council President Finnegan 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 Finnegan closed the public comment portion of the meeting.

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

There were no Ordinances listed on the February 5, 2020 agenda for public hearing and vote for adoption.

**7. COUNCIL AND MAYOR DISCUSSION**

- **Meeting Request - Special Meeting - Budget - Wednesday, February 12th, 6 pm start  
Regular Meeting - Wednesday, February 19th, 6 pm start**
- **Budget Overview**

Mayor Wilsusen said the preliminary strategic plan will be presented on February 19th and that this plan will be used as a guide for the capital budget. He said that the budget amount for road improvements has been increased slightly, as it has been underfunded in the past. He mentioned that the cape seal program will be expanded.

Mayor Wilsusen discussed staffing and said the two (2) part-time employees hired last year, the handyman and social media coordinator, had proved very valuable. He said that this year the administration would like to hire one full time assistant engineer and a part time fire inspector. In reference to the engineer position, Mayor Wilsusen said he would like to have a succession plan in place for the eventual retirement of Township Engineer Ed Haack. In reference to the part time fire inspector positions, Mayor Wilsusen said he was informed that due to a manpower shortage the non-life use hazards are not being inspected as required by Ordinance.

Mayor Wilsusen reminded Council that the garbage and recycling contracts expire at the end of the year and he will need a representative from Council to participate in the contract process. He said some tough decisions will have to be made, particularly in reference to recycling, as there are fewer places accepting recycling and no market for them.

Mayor Wilsusen mentioned that all four (4) union contracts expire at the end of the year and he expects to start negotiations late spring or early summer.

Mayor Wilsusen discussed the need to replace the roof of the municipal building. He said money was budgeted last year to upgrade the HVAC systems and that work will take place this year. He said natural gas work has begun in order to convert the municipal complex from propane to natural gas.

Mayor Wilsusen mentioned the possibility of sharing the salt elevator with Roxbury Township.

Mayor Wilsusen said the revised plans for the police addition were pretty much done and they were in the process of estimating the costs.

Council consensus was to start next Wednesday's meeting at 6 pm.

Chief Financial Officer Bill Eagen gave an overview of the municipal budget process, which will include a presentation by Township Auditor Tom Ferry at the March 4th meeting, an anticipated budget introduction of March 18th, and an anticipated budget adoption of April 15th.

Mr. Eagen discussed some notable expenditure changes with Council. He mentioned the Township's aggressive plan to pay down debt and to pay for projects outright versus having to bond.

Mr. Eagen mentioned he and Ms. Reilly had discussed the need to increase the amount for codification due to the number of Ordinances passed last year. He said the estimate for codification came in substantially higher than the budget amount and an additional \$6,000 is needed to fund the project. Council consensus was to agree to additional funding.

Mr. Eagen discussed some of the capital requests that are not being funded with Council. He said some of the requests fell off the list as they were able to be purchased with existing end of year 2019 funds, such as the BBQ grill and sink for Camp Jefferson and the UV shades for the Museum. Mr. Eagen also discussed capital requests with the Council, such as a new vehicle for Emergency Management, which he said was not funded last year since two (2) fire trucks were purchased.

Council President Finnegan asked Mr. Eagen to provide water and sewer utility salary and wage sheets for the budget books. Councilman Dunham asked Mr. Eagen to provide additional information on capital regarding how much capital money there is in reserve, the amounts, and the affiliated projects.

- **Police Department Budget Presentation**

Representing the Police Department was Chief Conrad, Captain Castimore, Lieutenants Bush and Kropp, and Sergeant Hale, as well as IT Director Dave Van Valer.

Chief Conrad thanked Council for funding the Police budget in 2019. He said the level 3A body armor is in all police vehicles and having these items provided a boost to morale. He said that in 2020 the Police Department would like to purchase Body Worn Cameras (BWC's) and Car Cameras through Axon. Ms. Millikin stated that the cost for both systems would be about \$120,000 and that there is \$70,500 in place so far. She said both systems can be purchased under State or County contracts.

Chief Conrad said the contract with Axon will be for five (5) years and that twenty-eight (28) cameras will be purchased. He said that records are uploaded and archived to a cloud based storage system called evidence.com and Captain Castimore mentioned that the Township will not have to maintain the server. He said that the cost for the BWC's is \$55,000 and the cost for the service and licensing agreement is \$16,500 per year. In reference to car cameras, Captain Castimore said the Police Department would like to purchase nine (9) cameras this year and four (4) next year.

Captain Castimore said the Police would be asking Council for approval to purchase four (4) police cars.

Mr. Van Valer talked about the IT budget and said he had reevaluated the Township's IT needs as a whole, instead of departmentally between Police and the Township. He said he and Matt Beekman are now supporting both networks and they have stabilized the virtual desktops. He stated that moving forward they would be working on maintenance and a schedule of replacements, as well as an offsite back up plan with the Police Department. Mr. Van Valer mentioned that the SDL software is up and running in the Building Department and that the Health Department and Clerk's Office have also started using the program. He said next steps include Code Enforcement and the DPW receiving training. He mentioned the new website has been rolled out. He told Council that the industry trend for IT involved subscriptions and therefore Council will see less capital money requested but an increase in operating expenses. Mr. Van Valer stated that his budget requests totaled \$4300 less than last year.

Mr. Eagen and Captain Castimore requested \$50,000 in funding for a police administrative vehicle, in addition to the funding for the four (4) patrol cars. They discussed taking advantage of 2019 pricing and Mr. Eagen said in order to purchase the car by the contract expiration date of March 15th, a temporary capital budget would have to be passed at the next Council meeting. He said an Ordinance authorizing this "pay as you go" capital purchase would also need to be introduced on February 19th and then could be adopted on March 4th, prior to a resolution authorizing the contract. He asked Mr. Ryan if the purchase could be made as soon as the Ordinance was adopted and Mr. Ryan said an Ordinance has a twenty (20) day challenge period. Council consensus was to authorize Mr. Eagen to proceed with the steps needed to purchase the administrative police vehicle.

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

Mayor Wilsusen said he attended the first meeting of the Land Use Board. He mentioned there was a little bit of "us versus them" at the reorganization meeting but in the long run he feels a combined board will be good for the Township.

Mayor Wilsusen reported being the guest speaker at the Chamber of Commerce breakfast, where he gave a "State of the Township" address.

Mayor Wilsusen said he met with a 3rd grade Girl Scout Troop from White Rock School and they are interested in improving crosswalks within White Rock, so he will be working with them.

Mayor Wilsusen mentioned that he attended and participated in the Cub Scout Pinewood Derby at the request of Ms. Millikin, and that he would be judging the Girl Scout "Girl Power" event.

Mayor Wilsusen said he attended a breakfast with Assemblyman Jay Webber and they discussed the Berkshire Valley Road/Route 15 situation. Mayor Wilsusen mentioned that Assemblyman Webber said his office has not yet heard from Mr. Doyle.

Mayor Wilsusen reported attending Carol Punterieri's retirement dinner.

Mayor Wilsusen said he and Ms. Millikin attended a breakfast at the Sheraton in Parsippany, hosted by Mikie Sherrill.

Mayor Wilsusen mentioned that he and Ms. Millikin met with the Superintendent and Assistant Superintendent of Schools, as well as the new Business Administrator, and also in attendance were Assemblyman Webber and his Chief of Staff. Mayor Wilsusen said the purpose of the meeting was to discuss school funding and the cuts coming to Jefferson. He said Senator Pennachio and Assemblywoman DeCroce had been invited but were unable to attend as they were out of town.

Mayor Wilsusen reported attending the Sussex County League of Municipalities function with Council President Finnegan, Councilman Dunham, and Township Clerk Michele Reilly. He said Senator Oroho was the speaker and it's not encouraging what's coming out of Trenton.

Mayor Wilsusen also reported attending the Harmful Algal Bloom summit hosted by the Department of Environmental Protection (DEP) at the Pequest Fish Hatchery. He said that although the summit was informative there was not much new information provided.

Mayor Wilsusen said the Economic Development Committee is working on a mission statement.

Mayor Wilsusen said he expected to be able to discuss proposed parking Ordinances for Mason Street and Nolans Point Park Road with Council at the next meeting. He said he will invite residents affected by the Ordinances to attend as well.

- **Forestry Management Program**

Ms. Millikin said she received a note from Township Forester Tim Slavin and that he recommended the Township consider Forestry Management Programs for two parcels. She said one parcel totals 196 acres and the cost of a harvest study is \$3400, and that the other parcel is 515 acres and that cost is \$8500. She recommended Council consider authorizing a study on the smaller parcel, which encompasses Prospect Point Preserve and Liffy Island. Ms. Millikin said the money for the study can be covered by regular operating expenses. She mentioned that after the study is completed, the Forester provides a report and then the Township can go out to bid for harvesting and/or logging. Councilman Dunham asked if the Township could realize revenue and Ms. Millikin said yes. Council consensus was to authorize a study for the 196 acres Prospect Point Preserve and Liffy Island parcel

Ms. Millikin stated she had sent the Council the final SWOT analysis and that the report was extremely extensive. She highlighted some of the strengths, such as the number of long term employees and the information and knowledge they bring to their positions, and said some of the weaknesses included state mandates and the Highlands Preservation Act. She mentioned that foreclosing on some properties in order to eliminate paying County and school tax was a topic discussed during the breakout sessions. Ms. Millikin stated that she and the Mayor will be re-evaluating the SWOT analysis in six (6) months and that the next steps in the process will be to develop a mission and vision statement. She said the SWOT analysis will be put on the website for the public to view.

Mayor Wilsusen said he feels the SWOT analysis was well worth it and the document is very substantial. He said the Township would complete another SWOT analysis next December and that Council was welcome to attend.

Ms. Millikin reported that the Mayor was the special guest at the monthly staff meeting. She also reported that she and the Mayor met with New Jersey Natural Gas (NJNG) last Friday in order to discuss future plans for gas expansion in Jefferson. She said NJNG has agreed to provide quarterly updates to the Township and that they will try to coordinate gas installation with the Township's road paving projects and capital plans. She mentioned that NJNG's goal is to provide 10,000 new connections to customers each year and that the municipal building gas main project has started.

Mayor Wilsusen said the good news is that NJNG continues to expand in Jefferson. He mentioned that people should call NJNG to express their interest in obtaining a gas connection as customer input really does have an impact. He said the bad news is that the State of New Jersey is trying to eliminate the use of fossil fuels.

Ms. Millikin said she attended Domestic Violence Training and is now officially trained.

## **9. COUNCIL REPORTS**

Councilman Dunham praised Officers Quidort and Glazewski for saving the life of a thirteen (13) year old boy recently. He reported attending the DEP meeting with Mayor Wilsusen and Ms. Millikin. He said he was glad he went but that the DEP basically said each town is on its own when it comes to the harmful algal bloom.

Councilman Dunham said the DPW has been doing a great job with the icy roads and Ms. Millikin said they are coming in at 10 pm tonight due to the forecast.

Councilman Dunham stated he has been reading the reports provided by Lieutenant Bush and he's glad to see they are catching people who are driving while impaired. He mentioned some of the interactions he witnesses between the Police and members of the public as a driver for the Milton First Aid Squad and said the officers do a good job of dealing with some out of control individuals.

Councilman Dunham said he talked to an Engineer employed by the County of Morris about the Berkshire Valley Road/Route 15 situation and he plans on calling the State Department of Transportation (DOT). Mayor Wilsusen said that Assemblyman Jay Webber has promised to look into the issue. He also said that he would be attending the Morris County Freeholders Mayor's Budget session on February 22nd and would bring up the issue at that time.

Councilman Dunham said he was glad to hear about the logging and there is money to be made.

Council Vice President Senatore reported attending the first responder installation dinners and said she got a lot of information from them.

Councilwoman Merz said she was still reading through the SWOT report and might want to discuss it again at a future Council meeting. She asked why Civitas wasn't paid for the SWOT analysis from the contract amount but from a different account number. Ms. Millikin said the SWOT analysis was not considered part of the strategic plan and that's why it was paid from a different line item. Councilwoman Merz asked if Civitas would be running the next SWOT analysis and Ms. Millikin said she wasn't sure and that maybe the Township could run its own now that they have been through the process.

Councilwoman Merz said that forestry management was important especially in light of the ash tree threat. She reported attending the first responder installation dinners and said attending them gives Council members a good opportunity to interact with Township volunteers. She said there are many people who want to give back to their community and as an example, talked about the Municipal Alliance/JT Connect meeting last night at which there were five (5) new people attending.

Councilman Birmingham said he attended Carol Punterieri's retirement dinner. He mentioned attending a meeting with County Clerk Ann Grossi where she discussed some election issues including "glue gate" and new laws allowing non-citizens to obtain drivers licenses and then getting voter registrations.

Councilman Birmingham reported attending the installation dinner for Fire Company #2 and the Library Board meeting. He said the Library Board is in the process of selecting the two (2) college scholarship recipients. He also said the Library Board had been considering installing an additional emergency exit in the building but doing so would be very costly and therefore they had decided to install window chutes instead.

Councilman Birmingham said he thought a benefit of the SWOT analysis was that it wasn't just a lecture but that employees were trying to coordinate with other departments and realize what other departments do.

Council President Finnegan said she attended the Land Use Board reorganization as well as Carol Punterieri's retirement dinner, the Fire Company #2 installation dinner, and the Sussex County League of Municipalities Event. She mentioned that she was asked to present Carol Punterieri with the "Character Counts" award at the dinner and it was a special moment.

**10. NEW BUSINESS**

There was no new business for discussion.

**11. ORDINANCES – FIRST READING**

**ORDINANCE #20-01 - AMENDING CHAPTER 235 OF THE JEFFERSON TOWNSHIP MUNICIPAL CODE ENTITLED "FEES, GENERAL", SPECIFICALLY SECTION 235-18, "USE OF POLICE VEHICLES"**

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

**SECTION I**

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

§235-18

Use of Police Vehicles

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

**SECTION II**

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

**SECTION III**

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

**SECTION IV**

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

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

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

**ORDINANCE #20-02 - AMENDING CHAPTER 353, "PARK REGULATIONS", SPECIFICALLY SECTION 353-2, "PROHIBITED ACTIVITIES AT TOWNSHIP PARKS AND TOWNSHIP-OWNED PROPERTIES" AND CHAPTER 247, "FIREARMS", SPECIFICALLY SECTION 247-2 "UNLAWFUL USE OF FIREARMS"**

**WHEREAS**, Section 353-2 of the Township Code was revised via Ordinance #19-16 to prohibit hunting, trapping and operation of motorized vehicles in Township parks and Township-owned property; and

**WHEREAS**, the Township Council desires to revise Section 353-2 to prohibit such activities only at Prospect Point Preserve, (Block 92, Lot 14 and Block 92, Lot 3), Liffy Island (Block 92, Lot 11) and Camp Jefferson (Block 307, Lot 15); and

**WHEREAS**, the Township Council desires to revise Section 247-2 to comply with State of New Jersey regulations regarding the discharge of firearms.

**NOW, THEREFORE, BE IT ORDAINED** by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that Chapter 353 and Chapter 247 of the Jefferson Township Municipal Code are hereby amended as follows:

**SECTION I**

§353-2 Prohibited activities at Township parks and Township-owned properties shall be deleted in its entirety and §353-2 shall be replaced as follows

§353-2

Prohibited activities at Prospect Point Preserve, Liffy Island and Camp Jefferson

The following activities are prohibited at Prospect Point Preserve (Block 92, Lot 14 and Block 92, Lot 3), Liffy Island (Block 92, Lot 11) and Camp Jefferson (Block 307, Lot 15).

- A. All hunting and/or trapping of animals is prohibited.
- B. The operation of any motorized vehicle regardless of its method of propulsion and regardless whether it is registered for operation by the State of New Jersey, including but not limited to off road vehicles with wheels or tracks, such as snowmobiles, all-terrain vehicles, all terrain cycles, utility vehicles, dirt bikes and/or mini bikes is prohibited. This prohibition does not apply to emergency and police vehicles and Township vehicles.

**SECTION II**

§247-2 Unlawful Use Of Firearms shall be deleted in its entirety and §247-2 shall be replaced as follows:

§247-2

Unlawful Use Of Firearms

It shall be unlawful for any person to shoot or discharge any firearm within 450 feet of any house, dwelling, public building, business establishment, factory, school, church, playground, ball field or other structure or place of assembly, except as hereinafter provided.

**SECTION III**

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

**SECTION IV**

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 V**

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

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

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

**12. MINUTES**

January 15, 2020 - Regular (Dunham absent)

Council Member	By	2 <sup>nd</sup>	Yes	No	Abstain	Absent
Mr. Birmingham			X			
Mr. Dunham					X	
Mrs. Merz	X		X			
Vice President Senatore		X	X			
President Finnegan			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, 2020 - December 31, 2020

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

**\*APPOINTMENTS**

- None

**\*CONSENT AGENDA RESOLUTIONS:**

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

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

**14. PUBLIC COMMENT**

Council President Finnegan 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.

Anne Augustyn - 41 Paderewski Road

Ms. Augustyn asked if the salt shed was 72 inches or 72 feet in diameter as she had found a typographical error in the resolution. Ms. Reilly confirmed 72 feet. Ms. Augustyn asked the cost for the police car purchases. Mr. Eagen replied that the cost was approximately \$40,000 per car for each of the four (4) cars. He said the Police Department has a fleet of eight (8) cars and that each year the Township buys four (4) cars as the useful life is two (2) years.

Ms. Augustyn asked if there will be anything for the public to look at during the budget meetings on the 12th and 19th. She said it is hard to follow the discussions as there is no frame of reference. Mayor Wilsusen said the public is welcome to listen to what is being discussed and usually sees the finished document. He said the public is able to comment on budget at the public hearing. Council

Vice President Senatore suggested putting documents on the monitors located in the Council chambers. Mayor Wilsusen said the budget book is too large; however, he offered to provide Ms. Augustyn with copies of the budget summary sheet presented to Council tonight by Mr. Eagen. He also indicated that Public Works and Engineering would be presenting at the February 12th meeting. Council President Finnegan said she would speak to the Mayor and call Ms. Augustyn to let her know how the budget documents would be handled and said she would make sure the public could follow along.

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

**15. EXECUTIVE SESSION**

There was no Executive Session listed on the February 5, 2020 agenda.

**16. ADJOURNMENT AT 9:29 PM**

Motion made by Councilwoman Merz, second by Councilman Dunham, to adjourn the meeting at 9:29 pm, with all members in favor signifying by "Aye".

**ATTEST: February 5, 2020**

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

\_\_\_\_\_  
Kim Finnegan, Council President

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

**FUTURE MEETINGS (7 PM START)**

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

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

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**CONSENT AGENDA RESOLUTION #20-46**

**"RESOLUTION AUTHORIZING THE PAYMENT OF BILLS"**

**WHEREAS**, the Business Administrator has reviewed and approved purchase orders requested by the Township Department Heads; and

**WHEREAS**, the Finance Office has certified that funds are available in the proper account; and

**WHEREAS**, the Finance Office has approved payment, upon certification from the Township Department Heads that the goods and/or services have been rendered to the Township; and

**WHEREAS**, purchases under State Contract or under Morris County Cooperative Purchasing Agreement were made where applicable.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that the current bills, dated **February 5, 2020** and on file and available for public inspection in the Office of the Treasurer and approved by him/her for payment, be paid.

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**CONSENT AGENDA RESOLUTION #20-47**

**"RESOLUTION AUTHORIZING A TEMPORARY BUDGET AMENDMENT"**

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that the following temporary appropriations be made and a copy of this shall be transmitted to the Chief Financial Officer for his/her records:

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

**CONSENT AGENDA RESOLUTION #20-48**

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

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

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

**WHEREAS**, the Collector of Taxes recommends the refund(s) of such overpayment(s).

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that the proper officers are hereby authorized and directed to issue checks to refund such overpayment(s) as hereafter shown below:

**CODE OF REASONS**

- |                       |                             |                              |                                    |                     |
|-----------------------|-----------------------------|------------------------------|------------------------------------|---------------------|
| 1. Incorrect Payment  | 2. Adjustment of Assessment | 3. Homestead Rebate          | 4. Overbilled                      | 5. Third Party Lien |
| 6. Duplicate Payment  | 7. Exempt                   | 8. County/State Board Appeal | 9. Overpayment                     |                     |
| 10. Return of Premium | 11. New Jersey Saver        | 12. Return of Recording Fee  | 13. Vets, Senior Citizen Deduction |                     |

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

**CONSENT AGENDA RESOLUTION 20-49**

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

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

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

**WHEREAS**, the Director of Utility recommends the refund(s) of such overpayment(s).

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey that the proper officers are hereby authorized and directed to issue checks to refund such overpayment(s) as hereafter shown below:

**CODE OF REASONS**

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

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

**CONSENT AGENDA RESOLUTION #20-50**

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

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

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

**WHEREAS**, the Recreation Department recommends the refund(s) of such overpayment(s).

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey that the proper officers are hereby authorized and directed to issue checks and refund such overpayment(s) as hereafter shown below:

**CODE OF REASONS**

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

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

**CONSENT AGENDA RESOLUTION #20-51**

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

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

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

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

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

**WHEREAS**, the Township Attorney has reviewed and accepted the bid package submitted by **Bulk Storage, Inc.**; and

**WHEREAS**, pursuant to N.J.A.C. 5:30-5.5 (b) a certificate showing availability of funds has been provided to the Township by the Chief Financial Officer of the Township, certifying that the funds for said contract are available and are designated to a line item appropriations designated below and totaling **\$238,420.00**

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

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

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**CONSENT AGENDA RESOLUTION #20-52**

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

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

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

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

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

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

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

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

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**CONSENT AGENDA RESOLUTION #20-53**

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

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

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

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

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

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

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

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**CONSENT AGENDA RESOLUTION #20-54**

**“RESOLUTION AWARDED A CONTRACT TO CIVITAS NEW JERSEY, LLC FOR ADMINISTRATIVE CONSULTING SERVICES”**

**WHEREAS**, there exists the need for **Administrative Consulting Services** for the Township of Jefferson; and

**WHEREAS**, pursuant to N.J.A.C. 5:30-5.5 (b) a certificate showing availability of funds has been provided to the Township by the Chief Financial Officer of the Township, certifying that funds for said contract are available and are designated to a line item appropriations designated below and **totaling \$10,000.00.**

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

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that a contract is hereby awarded to **Civitas New Jersey, LLC**, 19 King Road, Landing, New Jersey, 07850 for **Administrative Consulting Services in an amount not to exceed \$10,000.00 (\$95 per hour).**

**BE IT FURTHER RESOLVED** that the Mayor and Township Clerk are authorized to enter into and execute the contract on behalf of the Township.

**BE IT FURTHER RESOLVED** that the term of this contract shall be for one year, from **January 1, 2020 through December 31, 2020.**

