

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

**FEBRUARY 12, 2020  
SPECIAL MEETING - BUDGET – 6:00 PM  
MINUTES**

**1. CALL TO ORDER**

Council President Finnegan read the meeting statement as follows: This Special Meeting is called pursuant to the provisions of the Open Public Meetings Law. Notice of this meeting was sent to the official newspapers of the Township, the Daily Record and the Star Ledger, on **February 6, 2020**. In addition, notice was posted on the bulletin board in the Municipal Building on **February 6, 2020** and is and has been available to the public and is on file in the office of the Municipal Clerk.

Proper notice having been given, the Township Clerk is directed to include this statement in the minutes of this meeting, as well as the purpose of this meeting, which is to hold a discussion regarding the 2020 budget as well as to discuss or act upon public business.

Council President Finnegan called the meeting to order at 6:01 pm.

**2. ROLL CALL**

	<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 except for Councilwoman Merz, who was not present but listening in via telephone. 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. 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.

Pamela Fadden - 24 Lenape Trail

Ms. Fadden referenced the Christmas in the Village event and asked if the Township could pave a sidewalk so people could walk between venues. She said she doesn't want to walk on the road as she saw someone almost get hit by a car once.

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

**5. COUNCIL AND MAYOR DISCUSSION**

**• Department Budget Presentations**

Ms. Millikin introduced Grace Rhinesmith and John Burns, presenting the capital budget for Parks and Recreation.

Mr. Burns discussed his equipment needs, including a Toro Groundmaster, Toro Workman Utility Vehicle, Laser Paint Liner and enclosed landscape trailer. He said he and his crew have twenty-two (22) fields to take care of between the Township and Board of Education. He mentioned the capital request to put new shingles on the Lakeside pavilion roof, as the current roof is the original, and safety fencing for Chamberlain Field. Mr. Burns also mentioned his request for \$60,000 to install pickle ball courts at Lakeside Field. Mayor Wilsusen said this item had been cut from the capital requests but he wanted Mr. Burns to address it anyway. Council Vice President Senatore said she would prefer to see money directed to improve drainage at Kennedy and Lakeside fields.

Ms. Rhinesmith said she is requesting capital money for an electronic sign board, as her goal is to have one at all of the major parks in town. Council President Finnegan asked about an electronic sign board at Camp Jefferson and Mayor Wilsusen said there was some concern as it was a residential neighborhood. Ms. Rhinesmith said the newer boards are dimmable and can be turned off. She also said she was considering a dual sided board which she felt would be better than a single sided board parallel to the road and facing the neighbors.

Council Vice President Senatore asked about the plans for White Rock. Ms. Rhinesmith said she was still waiting for an agreement to be able to use the lake; however, the building can be reserved and rented. There was much discussion about the status of the White Rock Association and the difficulties in communicating with the organization. Councilman Dunham asked the administration to get a copy of the deed for the property so the Township is aware of the boundaries.

John Perry and Ed Haack presented for Utilities and Engineering. Mr. Perry referenced the replacement of the RBC at White Rock. He also discussed the need for capital to fund the water and sewer GIS (geographic information system) project, which will help with asset management and satisfy a DEP requirement. He said if Council agreed, he would prefer the \$50,000 sewer GIS capital request be designated to fund another pickup truck. Mr. Perry said the utility vehicle is more of a need and also would be used to help plow, especially at the utility locations. Councilman Birmingham asked if not funding the full GIS amount would mean the Township misses a DEP deadline and Mr. Perry said no. In reference to the capital request for meter readers, Councilman Dunham asked for an inventory of meter readers and a timeframe as to when the project will be complete.

Mr. Haack discussed capital needs and stated that the RBC at White Rock needs to be replaced before the Moosepac plant can be taken off line, tentatively scheduled for the end of the year. He mentioned to Council that there are four (4) units and three (3) of them are the same age as the one being replaced. He also mentioned that he receives requests to connect to the sewer but cannot give permission until everything is fixed.

Mr. Haack mentioned the need to continue to pursue the Meredith Court water tank project. He explained that the Township needs the tank and needs the capacity. He said this project will cost at least one million dollars and that six (6) years ago the Township budgeted 1.3 million dollars. He mentioned that the Township received a Highlands exemption approval and explained that in return for using environmentally sensitive property, the Township was going to deed a few pieces of Township owned property to the Highlands but somehow the transfer of property never happened.

Councilman Dunham requested that Mr. Ryan do some research into the issue. Mr. Haack said that he is also looking at other locations that are not as environmentally sensitive. He said the John Street tank is up and running. He also mentioned that he hopes to bring public water to the municipal building and to the school, as the well can barely keep up with the demand. Mr. Haack said there are some grants available and they are due in the fall of 2020. Ms. Millikin said she would be looking into Community Development Block Grants (CDBG) as well.

Mr. Eagen said that the Annual Financial Statement (AFS) had been posted.

Mr. Haack and Troy Hackett presented for the Department of Public Works. They explained that they tried to prioritize the needs of the Township when making their capital requests. They mentioned the increase in capital requests for paving, cape seal, and drainage. Ms. Millikin discussed the capital request for guide rails and said the Township's insurance carrier, Statewide, has been notifying its participants about the need to bring guide rails up to code. Mr. Hackett discussed the capital request for two (2) new dump trucks and trying to trade in the two existing trucks which are having exhaust problems.

Mayor Wilsusen mentioned that the Township of Roxbury had decided it did not want to share the cost of the towable salt elevator with Jefferson.

Mayor Wilsusen discussed the need to replace the roof on the municipal building, as well as the front doors, which have no handicap accessibility. He said the generator at the municipal building, which dates to 1982, needs to be replaced but this item would not be in the 2020 capital requests due to the possibility of obtaining FEMA money for a replacement. Council Vice President Senatore asked about building security and buzzing people in after hours and Mayor Wilsusen said this is already in place.

Ms. Millikin mentioned that, as discussed at the last meeting, the Engineering Salary & Wage line item includes \$100,000 for an Assistant Engineer position.

Mayor Wilsusen said that Fire Company #2 and Emergency Management Coordinator Ed Mangold cannot be present on February 19th and therefore he was requesting Council hold another meeting on February 26th at 7 pm to allow these two department to present their capital budgets. Council consensus was to acquiesce to the Mayor's request.

**6. ADJOURNMENT AT 7:58 PM**

Motion made by Councilman Dunham, second by Council Vice President Senatore, to adjourn the meeting at 7:58 pm, with all members in favor signifying by "Aye".

**ATTEST: February 12, 2020**

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**Michele Reilly, Township Clerk**

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**Kim Finnegan, Council President**

**Michele Reilly, RMC, CMR  
Township Clerk  
973-208-6133  
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