

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

**FEBRUARY 19, 2020
REGULAR MEETING – 6:00 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 19, 2020** was included in a list of meetings notice sent to the official newspapers of the Township, the Daily Record and the Star Ledger, on **January 3, 2020** and was posted on the bulletin board in the Municipal Building on **January 3, 2020** and has remained continuously posted as the required notices under the Statute. In addition, a copy of this notice is and has been available to the public and is on file in the office of the Municipal Clerk. The change in meeting time was noticed on **February 5, 2020**.

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

2. ROLL CALL – Township Clerk

| | Present | Absent |
|------------------------------------|----------------|---------------|
| Mr. Birmingham | X | |
| Mr. Dunham | X | |
| Mrs. Merz | X | |
| Vice President Senatore | X | |
| President Finnegan | X | |
| Mr. Ryan, Township Attorney | X | |
| Ms. Reilly, Township Clerk | 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. SPECIAL PRESENTATIONS

There were no special presentations listed on the February 19, 2020 agenda.

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.

Patrick O'Donnell - 94 Prospect Point Road

Mr. O'Donnell stated that as a taxpayer and the father of young children, ages 7, 4 and 5 months, he was concerned about the numerous car accidents in front of his house and/or his neighbors. He said in the interest of public safety he was requesting the following: an increased police presence, installing speed bumps, replacing the broken guardrail in front of 92 Prospect Point Road, and extending the guardrail in front of 94 and 96 Prospect Point Road. He mentioned that his wife had a great conversation with the Police Chief and that he has seen an increased police presence.

Colin O'Donnell - 94 Prospect Point Road

Colin was introduced by his Dad and talked to the Council about the accidents he has heard and seen.

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

Mayor Wilsusen responded that the Township had received a letter from Mr. O'Donnell and that he and Ms. Millikin had met with the police today. He said police presence has been stepped up and that the damaged guardrail will be replaced by the end of the week. He mentioned that the Township is considering extending the guardrail and that Traffic Officer Davis and the DPW Superintendent will be visiting the area tomorrow. Mayor Wilsusen said the last two (2) accidents were DUI related and that there are 1400-1700 cars which travel that road daily.

6. ORDINANCES –PUBLIC HEARING AND VOTE FOR ADOPTION

**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.

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

Council President Finnegan 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 Finnegan closed the public hearing.

INTRODUCED: February 5, 2020

ADOPTED: February 19, 2020

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

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

PUBLIC HEARING

Council President Finnegan 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 Finnegan closed the public hearing.

INTRODUCED: February 5, 2020

ADOPTED: February 19, 2020

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

7. COUNCIL AND MAYOR DISCUSSION

• Ordinance Amending Chapter 130, Vehicles & Traffic - To Create Nolans Point Park Road Permit Parking

Mayor Wilsusen said he had met with Nolans Point Park Road residents regarding the issues stemming from patrons trying to park in order to frequent the two (2) restaurants on the street. He stated that the owners of Camp Six have purchased two (2) homes near Alice's restaurant and plan to demolish them and turn them into parking areas once they receive approval from the Land Use Board. He said he hopes that will help alleviate some of the problems. Mayor Wilsusen said he would like Council to pass an Ordinance to authorize permit parking for residents of the street. Ms. Millikin said residents from house #42 to house #85 will be able to obtain five (5) no fee parking permits from Administration and no one else will be able to park in this location. Mayor Wilsusen said the Township will also add signage in the area and place a removable bollard in the road prohibiting thru traffic.

Council Vice President Senatore asked if the penalty would be a ticket or towing and Mayor Wilsusen stated offenders would receive a ticket. Council President Finnegan thanked the Mayor and Administrator for their work on this issue and for working with the residents. Council consensus was that they were comfortable with the Ordinance and it could be placed on the next regular meeting agenda for introduction.

• Strategic Plan

Ms. Millikin introduced Maryann Smith from Civitas. Mayor Wilsusen said the strategic plan is currently in preliminary stages and is meant to be a guide and plan for the future. He said the plan is not political in any way and hopes Council will pass a non-binding resolution once the plan is complete to support the plan. He said the strategic plan will cover a ten (10) year period and is intended to be a fluid document. Mayor Wilsusen thanked the Department Heads who participated in the strategic plan discussions.

Ms. Smith said she and her partner were passionate about helping communities build strong foundations. She referenced the SWOT analysis they conducted, which she said is an annual exercise her company recommends and is a good foundation for the strategic plan, which deals with capital improvement and strategies for the future. She said she has had conversations with Department Heads about where the Township is today and what needs to be done to maintain assets at current levels. Ms. Smith said the strategic plan is a tool to set policy and make budget decisions and would help the Township operate on a planning model versus a crisis management model.

Ms. Smith discussed next steps in the project which include a facility analysis to be completed by Dude Solutions in April, refining costs and useful life for capital projects and equipment, and analyzing the impact of the plan on Township finances and the tax base. She mentioned the Police Department addition and said they were still estimating costs but that the Police were targeting late spring/early summer for their proposed renovations. Ms. Smith said her company expects to have a draft of the plan to the Mayor and Administrator by October 1 and then will present the strategic plan to Council mid-October, along with a detailed financial analysis. She said the capital improvements are doable without affecting the budget and the Township could consider bonding and/or notes as part of the financial strategy.

Mayor Wilsusen asked Council to provide him with any input.

• Ordinance Amending Chapter 130, Vehicles & Traffic - To Create Municipal Building & Library Parking

Ms. Millikin said the proposed Ordinance would implement a two (2) hour parking limitation in the municipal lot during normal business hours. She said the Ordinance is being proposed in an attempt to maintain parking space for those using the municipal complex and to deter High School students from parking in the lot all day. She mentioned that this is particularly a problem in spring when the High School Juniors receive their licenses but are unable to obtain parking permits for the school lots. She also mentioned that the back parking lot would be specifically designated for employees and municipal vehicles.

Mayor Wilsusen said the request for the Ordinance came from the Police and the School Resource Officers and he and they would like to see this implemented before spring. He also mentioned the hazard of students walking on Weldon Road to get to school.

Councilman Dunham asked how the Administration came up with the two (2) hour time limit and Ms. Millikin said she had looked at some Ordinances from other towns. Councilman Dunham said he agreed with the premise but would like to see the time frame extended so as not to interfere with those patrons using the library, as some of them are there for longer than two (2) hours. Council President Finnegan and Councilwoman Merz also stated their desire to have the time limit extended. Ms. Millikin said she would work on this. In response to questions about penalties for violation, Ms. Millikin said the penalty would increase per subsequent violation and that she would check to make sure the step increased were permissible.

• Ordinance Amending Chapter 342, Outdoor Gatherings

Ms. Millikin said there are issues with the existing Ordinance, specifically the definition of what constitutes an outdoor gathering. She said the amendment would take the permit out of the Clerk's Office and place it in Administration, and that the application would still have to be reviewed by Department Heads. Mayor Wilsusen said the purpose of the amendment was to tighten up the definition and clean up the process, and that approval of the outdoor gathering permit really belongs with Administration. Council consensus was that the Ordinance could be placed on the next regular meeting agenda for introduction.

• Budget Discussion

Chief Financial Officer Bill Eagen passed out to Council budget sheets for the garbage district, open space recreation trust budget and special assessment budget. He said he was still working on the water and sewer operating budget. He mentioned that the toughest budget this year and next would be garbage as the Township is in year five (5) of the contract. He said this year the contractual increase is 2 1/2% which is over the 2% cap allowed by the State.

Mr. Eagen said the open space budget revenue will increase by one (1) tax point, from \$274,000 to \$282,000. He mentioned that the note for the turf field has a balance remaining of \$238,000 and that the Township will be buying down the note by \$100,000 this year, and that the entire note will be almost entirely paid off by next year. He explained that the Special Assessments budget is the Lake Swannanoa dam project.

Ms. Millikin discussed operating expenses and said the Township wants to hire Millennium Grant Writers for a maximum contract amount of \$20,000. She said they will search for and file for grants on behalf of the Township.

Ms. Millikin stated that when the Police Department had presented their capital budget requests to Council they were requesting funding for body worn cameras and car cameras for the police cars. She said the Township has \$70,000 in capital set aside and the Police Department would like to begin to purchase cameras. She said if Council is agreeable she would like to put together a resolution to award one set of contracts, whether car cameras or body worn cameras, so the Police can begin implementation. Both Councilwoman Senatore and Council President Finnegan responded that they would rather the Township award the car camera contract at this time.

Councilman Dunham asked Mr. Eagen how other towns were handling their garbage contracts. Mr. Eagen said that many municipalities have seen their contract amounts double. He mentioned that Patty Romano keeps in touch with other recycling coordinators. Ms. Millikin said that recycling is an issue and Jefferson might have to consider moving back to co-mingled versus the single stream. Councilman Dunham asked how many companies bid on the garbage contract five (5) years ago and Mr. Eagen said two (2) picked up packets but only one bid was received. Mr. Eagen stated that the Township has several options in how the bid is restructured and that he expects to have the specifications squared away by the end of May. He said the State has to review the bids and he would expect to award the bid in September or October of this year.

Mayor Wilsusen stated that he needed two (2) Council representatives to participate in developing the specifications. Councilman Dunham commented that in addition to the potential increases in the garbage contract, there are four (4) labor contracts coming up for negotiation. He said in his opinion the police addition is dead and can be rolled down the road. Councilman Birmingham stated that a five (5) year contract might not be advantageous to the Township this time around. Mr. Eagen said there are a lot of variables and the bid specifications will be designed in order to keep options open. Mr. Eagen also said that if the garbage bids double, he wonders if the Township should pick up its own garbage. He mentioned that in certain scenarios this could work, or maybe the Township should consider a shared service.

8. ADMINISTRATIVE REPORTS OF MAYOR AND ADMINISTRATOR

Mayor Wilsusen reported that the Township would be taking over Jefferson Fest this year as the Jefferson Arts Committee, due to declining membership, would not be able to run the function. He said that the Township already contributes setup and clean up assistance as well as port-a-johns and police coverage, and after meeting with Emergency Management, Police, Parks and Recreation, and Ms. Millikin, he feels that the municipality can take over the event. Ms. Millikin said that Fireworks will be run through the Fire Departments, not the Township, and that one of the bills on the bills list tonight is the deposit. Mayor Wilsusen said the Fire Department will also be running the 50/50 raffle and proceeds would benefit the Fire Department.

Mayor Wilsusen mentioned that he is working with the Rotary regarding a Field of Honor for Veterans here at the municipal building during Memorial Day, and at Lakeside Field for Veterans Day. He said they are considering Hero banners, which cost about \$75.00 with hardware, and the thought is that people could donate one in memory of a veteran. He said the project would be self-funded and not paid for with municipal funds.

Mayor Wilsusen said he, Ms. Millikin, Councilman Dunham and Council Vice President Senatore attended the Board of Education meeting Monday night, where the Board received a plaque for the dedication of the Drummond School.

Mayor Wilsusen mentioned that the Veterans Cruise on the Miss Lotta will be held on June 27 and there are twenty-five (25) spots reserved for Jefferson. He encouraged interested Veterans to reach out to Joanne Meyer to secure a spot.

Mayor Wilsusen said that plans for Volunteer Awareness Month are coming along. He said that he is working with Recycling Coordinator Patty Roman to coordinate a Township sponsored cleanup day on April 18th. He mentioned that a Girl Scout Troop working on their Gold Award will also be assisting with the plan.

Mayor Wilsusen stated the Health Nurse Dawn Dixon is retiring at the end of the month after twenty-five (25) years of service to the Township. He said a new nurse had been hired and will be training with Dawn before she leaves.

Mayor Wilsusen mentioned again that he would need two (2) Council representatives to work on the garbage contract.

Ms. Millikin stated that Gray Supply has completed the gas main installation to the municipal building. She said that the installation of the salt shed is scheduled for March 2nd and that she was coordinating the gun range remediation with the Police Department. She mentioned that the bathrooms by the Court office are under construction. She also mentioned that Council had received the dashboard reports for January.

Ms. Millikin said she has received several requests from residents wishing to purchase Township owned property adjacent to their lots. She said she will be working with the Township Attorney on a land sale and it would be beneficial to have some of this property back on the tax rolls.

9. COUNCIL REPORTS

Councilman Dunham reported attending the Library Board meeting and the Board of Education meeting and Drummond School dedication. He mentioned that the Police Department's DUI and CDS arrests make him feel good and the Police Department has been handling some very bad situations recently with professionalism. Councilman Dunham said his feelings regarding cameras is that he would go along with the Council President and Vice President and would like to try the cars first and ease into the body cameras. He said he thinks Jefferson is moving in the right direction and likes the idea of dash cams but would rather hold off on the other.

Councilman Birmingham said he agrees with purchasing dash cameras. He reported attending the Community Development Block Grant (CDBG) meeting and they are receiving an increase in federal funding. He mentioned that Wharton has received multiple grants and he likes Millennium if it means Jefferson can receive grant funds. Councilman Birmingham said the CDBG's final meeting and awarding of grant monies is next week.

Council Vice President Senatore said she attended the Board of Education meeting and Drummond School dedication, as well as Bingo night at the Milton First Aid Squad. She said she thinks hiring the grant company is a great idea, as it's possible there is money available that the Township isn't taking advantage of.

Councilwoman Merz asked Mayor Wilsusen if the \$38,000 allocated last year for Jefferson Fest would remain the same this year and he said it would. Councilwoman Merz mentioned that the majority of the money is for the fireworks and the rest is used for the band, etc. Mayor Wilsusen said he didn't think there would be a band this year but possibly a DJ. Ms. Millikin said there had been no increase in the cost of the fireworks in 2020.

Councilwoman Merz said a lot of municipalities have their own garbage collection and it's an avenue Jefferson should look into. She mentioned that she thinks it's smart to go with the car cameras for the Police Department but would like to see if the Township could take baby steps with the body worn cameras as it's a big jump forward to do it all at one time.

Council President Finnegan said she attended the PBA beefsteak and it is nice to see people supporting the Police Department. She said she feels the grant company is a good idea as there is a lot available people aren't taking advantage of. She mentioned that regarding police cameras, she wants the officers to be safe but does agree with starting with car cameras first and it's probably the best way of doing it. She said either way it's a good step in the right direction. She mentioned that the Lakeland Seniors offer a lot of compliments about the Township and can't wait for the Mayor to serve them their next luncheon. She mentioned that the Tax Collector, Kathy Hammond, will be attending the March 9th meeting.

10. NEW BUSINESS

**RESOLUTION #20-55
Resolution Authorizing a Temporary 2020 Capital Budget**

WHEREAS, the Township of Jefferson desires to constitute the 2020 Temporary Capital Budget of said municipality by inserting therein the following projects.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey that the 2020 Temporary Capital Budget of the Township of Jefferson is hereby constituted by the adoption of the schedule to read as follows:

Temporary Capital Budget of the
Township of Jefferson
County of Morris, New Jersey
Projects Scheduled for 2020
Method of Financing

| <u>Project</u> | <u>Est. Costs</u> | <u>Other Funds</u> | <u>Budget Appr. Fund</u> | <u>Capital Imp. Fund</u> | <u>Grants</u> | <u>Debt Authorized</u> |
|--|-------------------|--------------------|--------------------------|--------------------------|---------------|------------------------|
| Purchase of Police Department Administrative Vehicle | 50,000 | | | 50,000 | | |

BE IT ALSO RESOLVED that the Township Clerk is authorized and directed to file a certified copy of this resolution with the Division of Local Government Services, Department of Community Affairs, State of New Jersey, within three (3) days after the adoption of this project for the 2020 Temporary Capital Budget, to be included in the 2020 Permanent Capital Budget as adopted.

| <u>Council Member</u> | <u>By</u> | <u>2nd</u> | <u>Yes</u> | <u>No</u> | <u>Abstain</u> | <u>Absent</u> |
|-------------------------|-----------|-----------------------|------------|-----------|----------------|---------------|
| Mr. Birmingham | | X | X | | | |
| Mr. Dunham | | | X | | | |
| Mrs. Merz | | | X | | Via phone | |
| Vice President Senatore | X | | X | | | |
| President Finnegan | | | X | | | |

**11. ORDINANCES – FIRST READING
ORDINANCE #20-03 - ORDINANCE PROVIDING FOR THE ACQUISITION OF A NEW VEHICLE FOR USE BY THE POLICE DEPARTMENT OF THE TOWNSHIP OF JEFFERSON AND APPROPRIATING \$50,000 THEREFOR FROM THE CAPITAL IMPROVEMENT FUND OF THE TOWNSHIP**

NOW, THEREFORE, BE IT ORDAINED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, as follows:

SECTION I

The improvement described in Section 2 of this Ordinance is hereby authorized as a general improvement to be made or acquired by the Township of Jefferson, in the County of Morris, New Jersey and there is hereby appropriated the sum of \$50,000.00 from moneys available in the Capital Improvement Fund of the Township.

SECTION II

The improvement hereby authorized and the purpose for which said appropriation is made is the acquisition by purchase of a new utility vehicle for use by the Police Department of the Township, together with all necessary and appurtenant equipment, accessories, attachments, work and materials, and all as shown on and in accordance with the specifications therefor on file or to be filed in the office of the Township Clerk and hereby approved.

SECTION III

The capital budget or temporary capital budget of the Township is hereby amended to conform with the provisions of this Ordinance to the extent of any inconsistency herewith and the resolutions promulgated by the Local Finance Board showing all detail of the amended capital budget or temporary capital budget and capital program as approved by the Director, Division of Local Government Services are on file with the Township Clerk and are available for public inspection.

SECTION IV

This Ordinance shall take effect after publication after final adoption, 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 **March 4, 2020**.

INTRODUCED: February 19, 2020

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

12. MINUTES
 February 5, 2020 - Regular

| Council Member | By | 2 nd | Yes | No | Abstain | Absent |
|-------------------------|----|-----------------|-----|----|-----------|--------|
| Mr. Birmingham | | | X | | | |
| Mr. Dunham | | | X | | | |
| Mrs. Merz | | X | X | | Via phone | |
| 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

- None

*APPOINTMENTS

- None

*CONSENT AGENDA RESOLUTIONS:

- 20-57 Resolution Authorizing a Refund of Overpayment(s) of Taxes
- 20-58 Resolution Authorizing a Refund of Overpayment(s) of Utility Fees
- 20-59 Resolution Authorizing the Township Administrator to Execute a Treatment Works Application (TWA) On Behalf of the Municipality - 28 Cozy Lake Road, Block 387, Lot 1
- 20-60 Resolution Authorizing Contracts With Certain Approved Morris County Cooperative Pricing Council Contract Vendors for Contracting Units - Griffith-Allied Trucking, LLC d/b/a/ Allied Oil - Diesel Fuel
- 20-61 Resolution Authorizing Contracts With Certain Approved Morris County Cooperative Pricing Council Contract Vendors for Contracting Units - Griffith-Allied Trucking, LLC d/b/a/ Allied Oil - Regular Gasoline
- 20-62 Resolution Authorizing Contracts With Certain Approved New Jersey State & Morris County Cooperative Pricing Council Contract Vendors for Contracting Units - Atlantic Communications - Radio Communication Equipment & Repair
- 20-63 Resolution Authorizing Contracts With Certain Approved Morris County Cooperative Pricing Council Contract Vendors for Contracting Units - Atlantic Salt, Inc. - Rock Salt
- 20-64 Resolution Authorizing Contracts With Certain Approved State Contract Vendors for Contracting Units - Custom Bandag - Vehicle Tires

Prior to the vote on the Consent Agenda, Council President Finnegan requested Resolution 20-56, Resolution Authorizing the Payment of Bills, be removed for separate consideration and vote.

CONSENT AGENDA

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

RESOLUTION 20-56
 RESOLUTION AUTHORIZING THE PAYMENT OF BILLS
 Councilwoman Merz was no longer participating via phone.

| Council Member | By | 2 nd | 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 said she wanted to understand the proposed change affecting library parking and wanted to know why the Township couldn't just put up a sign. Mayor Wilsusen said the Township needs a law. Ms. Augustyn stated she believes the proposed Ordinance could inconvenience those who use the library. Mayor Wilsusen said this was not the intent. He said when parents are told that the lot is for municipal and library business only and not for their student to use for school parking, they challenge the caller and state that it's a public lot. Ms. Augustyn said she thought it was awkward for the press person to not have a table to write on.

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 19, 2020 agenda.

16. ADJOURNMENT AT 7:46 PM

Motion made by Councilman Dunham, second by Council Vice President Senatore to adjourn the meeting at 7:46 pm, with all members in favor signifying by "Aye".

ATTEST: February 19, 2020

Michele Reilly, Township Clerk

Kim Finnegan, Council President

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

FUTURE MEETINGS (7 PM START)

Wednesday, February 26th - 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, 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

CONSENT AGENDA RESOLUTION #20-56

“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 19, 2020 and on file and available for public inspection in the Office of the Treasurer and approved by him/her for payment, be paid.

CONSENT AGENDA RESOLUTION #20-57

“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 |
|-------|-------|-------------------------------|--------------|--------------------|------|
| 478 | 10.01 | USBANK C/F TOWER DBVIII TRUST | \$9,647.20 | 5 | 2020 |
| 478 | 10.01 | USBANK C/F TOWER DBVIII TRUST | \$2,600.00 | 10 | 2020 |
| 266 | 1.04 | FEDIGAN LLC | \$11,179.77 | 5 | 2020 |
| | | | TOTAL | \$23,426.97 | |

CONSENT AGENDA RESOLUTION 20-58

“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 |
|-----------|--|---------------|-----------------|------|
| 124/22 | Nicole Rossi Weiner 19 Crescent Drive Lake Hopatcong, NJ 07849 | \$313.35 | 2019/Q3-4 | 4 |
| | | TOTAL: | \$313.35 | |

CONSENT AGENDA RESOLUTION #20-59

“RESOLUTION AUTHORIZING THE TOWNSHIP ADMINISTRATOR TO EXECUTE A TREATMENT WORKS APPLICATION (TWA) ON BEHALF OF THE MUNICIPALITY – 28 COZY LAKE ROAD, BLOCK 387, LOT 1”

WHEREAS, Morris County Park Commission, the owner of property known as **28 Cozy Lake Road, Block 387, Lot 1**, has made application to the NJDEP for a Treatment Works Approval (TWA) permit for redesign and reconstruction of an on-site sewage disposal system; and

WHEREAS, it is necessary that the municipality consent to the applications; and

WHEREAS, the applications have been reviewed and approved by the Township Engineer and no objections to consent of submittal of the applications have been noted.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, Morris County, New Jersey, that the Township Administrator is hereby authorized to execute the Treatment Works Application (TWA) for **28 Cozy Lake Road, Block 387, Lot 1**, signifying the consent of the Governing Body.

CONSENT AGENDA RESOLUTION #20-60

“RESOLUTION AUTHORIZING CONTRACTS WITH CERTAIN APPROVED MORRIS COUNTY COOPERATIVE PRICING COUNCIL CONTRACT VENDORS FOR CONTRACTING UNITS – GRIFFITH-ALLIED TRUCKING, LLC D/B/A ALLIED OIL”

WHEREAS, the Township of Jefferson may, by resolution and without advertising for bids, in accordance with N.J.S.A. 40A:11-11 of the Local Public Contracts Law, purchase goods or services under the **Morris County Cooperative Pricing Council (MCCPC) contracts entered into on behalf of the Township of Randolph**; and

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

WHEREAS, MCCPC Contract #12 was awarded to Griffith-Allied Trucking, LLC d/b/a/ Allied Oil, 25 Old Camplain Road, Hillsborough, New Jersey, 08844 for Ultra Low Sulphur Diesel Fuel; and

WHEREAS, the Township of Jefferson desires to purchase **Ultra Low Sulphur Diesel Fuel in an amount not to exceed \$190,000.00** through this resolution and properly executed contract, which shall be subject to all the conditions applicable to the current **Morris County Cooperative Pricing Council Co-op contracts**; and

WHEREAS, pursuant to N.J.A.C. 5:30-5.5 (b) a certificate showing availability of funds has been provided to the Township by the Chief Financial Officer of the Township, certifying that funds for said contract are available and are designated to a line item appropriations designated below and totaling \$190,000.00.

01-01-31-430-430-291

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey that the Township Administrator is authorized to purchase Ultra Low Sulphur Diesel Fuel from Griffith-Allied Trucking, LLC d/b/a Allied Oil, 25 Old Camplain Road, Hillsborough, New Jersey, 08844 in an amount not to exceed \$190,000.00.

CONSENT AGENDA RESOLUTION #20-61

“RESOLUTION AUTHORIZING CONTRACTS WITH CERTAIN APPROVED
MORRIS COUNTY COOPERATIVE PRICING COUNCIL CONTRACT VENDORS FOR CONTRACTING UNITS –
GRIFFITH-ALLIED TRUCKING LLC, D/B/A ALLIED OIL”

WHEREAS, the Township of Jefferson may, by resolution and without advertising for bids, in accordance with N.J.S.A. 40A:11-11 of the Local Public Contracts Law, purchase goods or services under the **Morris County Cooperative Pricing Council (MCCPC) contracts entered into on behalf of the Township of Randolph**; and

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

WHEREAS, MCCPC Contract #1 Categories A was awarded to Griffith-Allied Trucking LLC, d/b/a/ Allied Oil, 25 Old Camplain Road, Hillsborough, New Jersey, 08844 for regular gasoline; and

WHEREAS, the Township of Jefferson desires to purchase regular gasoline in an amount not to exceed \$225,000.00 through this resolution and properly executed contract, which shall be subject to all the conditions applicable to the current **Morris County Cooperative Pricing Council Co-op contracts**; and

WHEREAS, pursuant to N.J.A.C. 5:30-5.5 (b) a certificate showing availability of funds has been provided to the Township by the Chief Financial Officer of the Township, certifying that funds for said contract are available and are designated to a line item appropriations designated below and totaling \$225,000.00.

0-01-31-430-430-291

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey that the Township Administrator is authorized to purchase regular gasoline from Griffith-Allied Trucking LLC, d/b/a Allied Oil, 25 Old Camplain Road, Hillsborough, New Jersey, 08844 in an amount not to exceed \$225,000.00.

CONSENT AGENDA RESOLUTION #20-62

“RESOLUTION AUTHORIZING CONTRACTS WITH CERTAIN APPROVED
NEW JERSEY STATE & MORRIS COUNTY COOPERATIVE PRICING COUNCIL CONTRACT VENDORS FOR CONTRACTING
UNITS – ATLANTIC COMMUNICATIONS”

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

WHEREAS, the Township of Jefferson may also, by resolution and without advertising for bids, in accordance with N.J.S.A. 40A:11-11 of the Local Public Contracts Law, purchase goods or services under the **Morris County Cooperative Pricing Council (MCCPC) contracts entered into on behalf of the Township of Randolph**; and

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

WHEREAS, State Contract #T-0109 (A83917, A83927) & MCCPC Contract #41, were awarded to Atlantic Communications, 664 Route 15 South, Lake Hopatcong, New Jersey, 07849 for radio communications equipment, repairs and installation, and vehicle emergency sounds & lighting; and

WHEREAS, the Township of Jefferson desires to purchase radio communications equipment, repairs and installation, and vehicle emergency sounds & lighting in an amount not to exceed \$150,000.00 through this resolution and properly executed contract, which shall be subject to all the conditions applicable to the current **New Jersey State Cooperative Purchasing Program & Morris County Cooperative Pricing Council contracts**; and

WHEREAS, pursuant to N.J.A.C. 5:30-5.5 (b) a certificate showing availability of funds has been provided to the Township by the Chief Financial Officer of the Township, certifying that funds for said contract are available and are designated to a line item appropriations designated below and totaling \$150,000.00.

0-01-25-250-250-200
C-04-55-918-008-906
C-04-55-918-008-907
C-04-55-918-008-910
C-04-55-918-008-911
C-04-55-919-007-901
C-04-55-919-007-902
2019 Capital TBD

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey that the Township Administrator is authorized to purchase radio communications equipment, repairs and installation, and vehicle emergency sounds & lighting in an amount not to exceed \$150,000.00 from Atlantic Communications, 664 Route 15 South, Lake Hopatcong, New Jersey.

CONSENT AGENDA RESOLUTION #20-63

**“RESOLUTION AUTHORIZING CONTRACTS WITH CERTAIN APPROVED
MORRIS COUNTY COOPERATIVE PRICING COUNCIL CONTRACT VENDORS FOR CONTRACTING UNITS –
ATLANTIC SALT, INC.”**

WHEREAS, the Township of Jefferson may, by resolution and without advertising for bids, in accordance with N.J.S.A. 40A:11-11 of the Local Public Contracts Law, purchase goods or services under the **Morris County Cooperative Pricing Council (MCCPC) contracts entered into on behalf of the Township of Randolph**; and

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

WHEREAS, MCCPC Contract #3 was awarded to Atlantic Salt, Inc., 134 Middle Street, Suite 210, Lowell, Massachusetts, 01852 for bulk rock salt; and

WHEREAS, the Township of Jefferson desires to purchase bulk rock salt in an amount not to exceed \$250,000.00 through this resolution and properly executed contract, which shall be subject to all the conditions applicable to the current **Morris County Cooperative Pricing Council Co-op contracts**; and

WHEREAS, pursuant to N.J.A.C. 5:30-5.5 (b) a certificate showing availability of funds has been provided to the Township by the Chief Financial Officer of the Township, certifying that funds for said contract are available and are designated to a line item appropriations designated below and totaling \$250,000.00.

0-01-26-260-292-270

T-15-56-860-000-846

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey that the Township Administrator is authorized to purchase bulk rock salt from Atlantic Salt, Inc., 134 Middle Street, Suite 210, Lowell, Massachusetts, 01852 in an amount not to exceed \$250,000.00.

CONSENT AGENDA RESOLUTION #20-64

**“RESOLUTION AUTHORIZING CONTRACTS WITH CERTAIN APPROVED
STATE CONTRACT VENDORS FOR CONTRACTING UNITS – CUSTOM BANDAG”**

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

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

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

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

WHEREAS, pursuant to N.J.A.C. 5:30-5.5 (b) a certificate showing availability of funds has been provided to the Township by the Chief Financial Officer of the Township, certifying that funds for said contract are available and are designated to a line item appropriations designated below and totaling \$45,000.00.

0-01-26-260-291-238

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey that the Township Administrator is authorized to purchase various tires, tubes, and services in an amount not to exceed \$45,000.00 from Custom Bandag, 36 Meadow Avenue, Wharton, New Jersey, 07885.