

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

**JUNE 24, 2020  
EXECUTIVE SESSION - 6:30 PM  
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 **June 24, 2020** was included in a list of meetings notice sent to the official newspapers of the Township, the Daily Record and the Star Ledger, on **January 3, 2020** and was posted on the bulletin board in the Municipal Building on **January 3, 2020** and has remained continuously posted as the required notices under the Statute. In addition, a copy of this notice is and has been available to the public and is on file in the office of the Municipal Clerk. The change to a meeting held via remote access only due to the Covid-19 pandemic and in response to State and Local Health Department guidelines, as well as the change in meeting time, was noticed on **June 19, 2020**.

Council President Finnegan called the meeting to order at 6:30 pm.

**2. ROLL CALL**

	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 and the Township Clerk were present remotely. Also in attendance remotely were Mayor Wilsusen, Administrator Debi Millikin, IT Director Dave Van Valer, Captain Paul Castimore and Labor Attorney Matthew Giacobbe. Members of the public were able to listen to or view the meeting via a "Zoom" link. Members of the public were able to participate in public comment and public hearings remotely either through the Zoom webinar or via phone through the "Zoom" link.

**3. SALUTE TO THE FLAG**

Council President Finnegan led the flag salute.

**4. EXECUTIVE SESSION - Presiding Officer**

**RESOLUTION #20-151 - Resolution Providing For A Meeting Not Open To The Public In Accordance With The Provisions Of The New Jersey Open Public Meetings Act, N.J.S.A. 10:4-12**

**WHEREAS**, the Township Council of the Township of Jefferson is subject to certain requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6, et seq.; and

**WHEREAS**, the Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

**WHEREAS**, it is necessary for the Township Council of the Township of Jefferson to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

- (1) Matters Required by Law to be Confidential: Any matter which, by express provision of Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.
- (2) Matters Where the Release of Information Would Impair the Right to Receive Funds: Any matter in which the release of information would impair a right to receive funds from the Government of the United States.
- (3) Matters Involving Individual Privacy: Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.
- (4) Matters Relating to Collective Bargaining Agreements: Any collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.
- (5) Matters Relating to the Purchase, Lease or Acquisition of Real Property or the Investment of Public Funds: Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.
- (6) Matters Relating to Public Safety and Property: Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations of possible violations of the law.
- (7) Matters Relating to Litigation, Negotiations and the Attorney-Client Privilege: Any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.
- (8) Matters Relating to the Employment Relationship: Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose right could be adversely affected request in writing that such matter or matters be discussed at a public meeting.

- Police Chief Appointment

(9) Matters Relating to the Potential Imposition of a Penalty: Any deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party bears responsibility.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Jefferson, in the County of Morris and State of New Jersey, assembled in public session on **June 24, 2020** at **6:30 P.M.** in the Township Municipal Building, 1033 Weldon Road, Lake Hopatcong, New Jersey, that the Township Council shall meet in Executive Session, from which the public shall be excluded, for the discussion of matters relating to the specific items designated above.

**BE IT FURTHER RESOLVED** that it is anticipated that the deliberations conducted in closed session may be disclosed to the public upon the determination of the Township Council that the public interest will no longer be served by such confidentiality.

Ms. Reilly read the resolution by title and announced that the Council would be entering into an Executive Session for the purposes as stated. She said once the Executive Session was over, the Council would enter back into Public Session at 7:00 pm

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

**5. SPECIAL PRESENTATIONS**

• **Planet Networks (Fiber Optic Network) - Robert Boyle**

Ms. Millikin introduced Mr. Boyle and said his company would like to add fiber optics in the right of way. She mentioned that Mr. Boyle met with her, the Mayor, Sergeant Hale and Emergency Management Coordinator Ed Mangold. Mayor Wilsusen added that his office has been receiving many phone calls about Optimum's customer service, the cost, and the fact that the Township has only one provider and one choice so he is definitely excited to hear from Mr. Boyle, as his company would eventually be another solution for Township residents.

Mr. Boyle stated that Planet Networks (Planet) has been in business since 1994, providing service to Sussex and Morris County, and that they are an internet service provider and phone company. He mentioned that Planet is regulated by the Board of Public Utilities (BPU) and is required in New Jersey to request consent from the municipality to use the right of way. He said the Township must grant the request within sixty (60) days and can ask for reasonable attorney fees and possibly engineering fees if new poles or conduit were being added.

Mr. Boyle said his company offers high speed fiber optic internet service and that their fastest speed is more than twenty (20) times that of Optimum. He said his prices are reasonable and Planet doesn't have any "nonsense charges". He stated that Planet is interested in building out in the right of ways and providing service to everyone in town, both residential and business. He mentioned that Planet is in the process of rolling out their own TV service.

Mr. Boyle responded to several Council questions, stating that everything Planet does is fiber, that they are not a cellular carrier, and that his company builds their network to be fault tolerant and self-healing so any problems are invisible to customers. He said Planet Networks will have multiple connections coming into and feeding the town to ensure Jefferson has a reliable network. Mr. Boyle said once Council passes the resolution, Planet does a market analysis and starts their planning. He mentioned that typically they start with lake communities as they are high density and don't necessarily have the greatest infrastructure.

Mr. Boyle also responded that his company is a private company, with its main location in Newton, New Jersey. He said if a customer has a problem or needs equipment, Planet brings whatever the customer needs to their home/office. He mentioned that New Jersey law requires Planet to request consent from the municipality and that the municipality must grant permission.

Councilman Dunham mentioned the Township's Ordinance requiring the use of Police for traffic and safety control. Mr. Boyle said Planet typically works opposite traffic to maximize safety and traffic control. He said Planet communicates their plan with the Police Department, but he will be happy to sit down and coordinate with whoever the Township designates as the point person. He mentioned the possibility of the Township using its electronic communication system to notify residents if construction and/or work was occurring in an area.

Ms. Millikin said she would work with Mr. Ryan's office on the resolution.

**6. 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.

Steve Sawicki – 42 Nolans Point Park Road

Mr. Sawicki stated that he wanted to bring to Council's attention a fuel spill that happened on Lake Hopatcong in early June. He said he was not trying to be critical but that he thought there might be opportunities for awareness and education and he asked about current protocols.

Mr. Sawicki said a boat sank at the Windlass, spilling fuel. He stated that he witnessed people pouring dish detergent into the water and efforts were made to raise the boat using a small backhoe stationed on a barge. He questioned whether this might empty more fuel into the lake and compound the problem. Mr. Sawicki mentioned the Fire Boat arrived on the scene and used a containment boom but it didn't seem big enough. He asked if there is a protocol that marina owners are educated on and/or is there any agreement between the marina owners and the town. He questioned if the Township had adequate equipment to handle such incidents.

Council President Finnegan requested that Emergency Management Coordinator Ed Mangold respond. Mr. Mangold said he didn't know anything about people pouring detergent into the water and they were not given instructions to do so by the town. He said the Fire Department did respond and put booms around the six (6) quarts of oil that were leaking from the engine, as it is the oil content that is most worrisome. He stated that there were also about 6-8 gallons of gas which the Fire Department tried to contain in the dock area. Mr. Mangold mentioned that the sun will dissipate the gas and once this occurs there is no harm to wildlife from the gasoline.

Mr. Mangold said the Township was notified of the issue by the State Department of Environmental Protection (DEP) and that Morris County Hazmat also responded and directed the Township in placing the booms. He mentioned that all State DEP and Morris County Hazmat protocols were followed in the response and they were fine with the cleanup and everything that was done. Mayor Wilsusen mentioned that he is a commissioner on the Lake Hopatcong Commission and that he would bring up the education issue at the next meeting and inquire if anything can be done in partnership with the Lake Hopatcong Foundation.

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

**7. ORDINANCES –PUBLIC HEARING AND VOTE FOR ADOPTION - Township Clerk**

- **ORDINANCE #20-16 - ORDINANCE ESTABLISHING SALARY RANGES AND BENEFITS OF OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF JEFFERSON**

**WHEREAS**, the Township Council of the Township of Jefferson, Morris County, New Jersey, is required to establish by Ordinance the salary or salary ranges of officers and employees of the Township of Jefferson; and

**WHEREAS**, there is an existing Ordinance setting forth salary ranges of officers and employees of the Township; and

**WHEREAS**, the Township wishes to adopt an Ordinance, effective January 1, 2020, establishing the salary ranges and other benefits with reference to the officers and employees of the Township of Jefferson; and

**WHEREAS**, it is the intention that this Ordinance shall replace and repeal all other pre-existing ordinances setting forth the salary ranges of officers and employees of the Township of Jefferson.

**NOW, THEREFORE, BE IT ORDAINED**, as follows:

**SECTION ONE:** There is hereby established the following salaries and/or rates of compensation for the officers and employees of the Township of Jefferson, effective January 1, 2020, as follows:

<b>OFFICE OF THE CLERK</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>POSITION</b>		
Council President	\$3,500	\$6,600
Council Member	\$3,000	\$5,500
Township Clerk	\$37,450	\$101,208
Deputy Township Clerk	\$18,000	\$60,500
Deputy Township Clerk P/T	Prevailing minimum wage	\$24.19 per hour
Advisory Board Secretary P/T	Prevailing minimum wage	\$24.19 per hour
Assistant Municipal Clerk	\$18,000	\$56,954

<b>OFFICE OF THE MAYOR</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>POSITION</b>		
Mayor	\$8,000	\$11,000

<b>ADMINISTRATION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>POSITION</b>		
Township Administrator	\$45,000	\$157,080
Administrative/Confidential Secretary	\$45,000	\$89,301
Receptionist/Typist	\$19,890	\$37,450
Receptionist/Typist P/T	\$14.00 per hour	\$19.00 per hour
Wedding/Civil Union Services	<b>\$0 - May waive fee</b>	\$200.00 per service
Public Information Assistant	\$10,000	\$25,740

<b>FINANCE DEPARTMENT</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>POSITION</b>		
Chief Financial Officer	\$45,000	\$149,584
Supervising Principal Personnel Tech	\$45,000	\$90,520
Senior Personnel Technician	\$19,000	\$84,520
Principal Payroll/Personnel Clerk	\$19,000	\$65,000
Supervisor of Account	\$17,000	\$51,143
Assistant Municipal Treasurer	\$26,000	\$63,569
Assistant Purchasing Agent	\$21,000	\$72,747
Senior Purchasing Assistant	\$21,000	\$46,374
Payroll Clerk P/T	\$1,000	\$2,574

<b>TAX ASSESSOR</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>POSITION</b>		
Tax Assessor	\$37,450	\$66,000

<b>TAX COLLECTOR</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>POSITION</b>		
Municipal Tax Collector/Cashier	\$15,000	\$101,208
Assistant Municipal Tax Collector	\$15,000	\$66,000
Senior Account Clerk	\$15,000	\$60,434

<b>MUNICIPAL COURT</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>POSITION</b>		
Judge of the Municipal Court	\$40,000	\$57,540
Municipal Court Administrator	\$25,000	\$98,310
Deputy Court Administrator	\$15,000	\$56,494
Deputy Court Administrator Bilingual English/Spanish	\$15,000	\$63,708
Assistant Court Administrator	\$15,000	\$64,000
Violations Clerk	\$15,000	\$41,220

<b>LAND USE BOARD</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>POSITION</b>		
Technical Assistant Land Use	\$15,000	\$53,708

<b>ENVIRONMENTAL COMMISSION</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>POSITION</b>		
Clerk P/T	\$15.00 per meeting	\$35.00 per meeting

<b>FIRE PREVENTION BUREAU</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>POSITION</b>		
Fire Official	\$1,000	\$93,438
Fire Inspection P/T	Prevailing Minimum Wage	\$33.00 per hour

<b>POLICE DEPARTMENT</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>HIRED ON OR BEFORE 8/01/11</b>		
<b>POSITION</b>		
Chief of Police	\$120,229	\$201,207
Captain	\$114,504	\$185,279
Lieutenant Step 1	\$120,152	\$150,854
Lieutenant Step 2	\$125,784	\$157,924
Sergeant Step 1	\$109,400	\$137,353
Sergeant Step 2	\$114,520	\$143,781
Police Officer Step 7	\$104,279	\$130,923

<b>POLICE DEPARTMENT</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>HIRED ON OR AFTER 8/02/11</b>		
<b>POSITION</b>		
Chief of Police	\$120,229	\$213,444
Captain	\$114,504	\$185,279
Lieutenant Step 1	\$118,277	\$148,499
Lieutenant Step 2	\$123,909	\$155,569
Sergeant Step 1	\$107,525	\$134,999
Sergeant Step 2	\$112,645	\$141,427
Academy Step	\$39,413	\$49,484
Police Officer Step 1	\$47,295	\$59,380
Police Officer Step 2	\$55,178	\$69,277
Police Officer Step 3	\$63,061	\$79,174
Police Officer Step 4	\$70,944	\$89,071
Police Officer Step 5	\$78,826	\$98,967

Police Officer Step 6	\$86,709	\$108,899
Police Officer Step 7	\$94,591	\$118,761
Police Officer Step 8	\$102,404	\$128,569

POLICE DEPARTMENT	MINIMUM	MAXIMUM
<b>OUTSIDE EMPLOYMENT</b>		
<b>POSITION</b>		
Police Officer	\$85.00 per hour	\$93.50 per hour
Sergeant	\$85.00 per hour	\$93.50 per hour
Lieutenant	\$85.00 per hour	\$93.50 per hour
Captain	\$85.00 per hour	\$93.50 per hour
Chief of Police	\$85.00 per hour	\$93.50 per hour

POLICE DEPARTMENT	MINIMUM	MAXIMUM
<b>CIVILIAN EMPLOYEES</b>		
<b>POSITION</b>		
Police Administrative Clerk	\$22,000	\$65,035
Special Law Enforcement Officer P/T	\$20.00 per hour	\$30.29 per hour
Senior Public Safety Telecommunicator	\$60,176	\$80,576
Public Safety Telecommunicator	\$50,345	\$66,194
Public Safety Telecommunicator P/T	\$20.80 per hour	\$27.50 per hour
Prosecutor	\$15,000	\$24,206
Prosecutor Special Sessions	\$175.00 per session	\$500.00 per session

COMMUNICATIONS	MINIMUM	MAXIMUM
<b>POSITION</b>		
Director of Information Technology	\$75,000	\$100,000
Assistant Director of Information Technology	\$55,000	\$75,000
Computer Operator	\$40,000	\$51,928
Communications Coordinator P/T	\$1,200	\$30,000

OFFICE OF EMERGENCY MANAGEMENT	MINIMUM	MAXIMUM
<b>POSITION</b>		
Office of Emergency Management Coordinator	\$2,000	\$33,000
Deputy Emergency Management Coordinator	\$2,000	\$7,700

CONSTRUCTION DEPARTMENT	MINIMUM	MAXIMUM
<b>POSITION</b>		
Construction Official	\$31,000	\$159,805
Zoning Officer P/T	\$2,000	\$8,415
Technical Assistant to Construction Official	\$25,000	\$60,434
Electrical Sub-Code Official P/T	\$25.00 per hour	\$52.63 per hour
Building Inspector/Fire Subcode Official P/T	\$25.00 per hour	\$71.60 per hour
Code Enforcement Officer P/T	\$20.00 per hour	\$30.29 per hour
Plumbing Sub-Code Official P/T	\$25.00 per hour	\$37.06 per hour
Plumbing Inspector P/T	\$20.00 per hour	\$32.91 per hour

HEALTH & WELFARE DEPARTMENT	MINIMUM	MAXIMUM
<b>POSITION</b>		
Health Officer	\$32,000	\$100,113
Director of Health	\$10,480	\$16,500
Principal R.E.H.S.	\$70,000	\$86,990
Senior R.E.H.S.	\$47,000	\$70,000
R.E.H.S. Trainee	\$47,000	\$47,000
R.E.H.S. Year 2	\$51,690	\$51,690
R.E.H.S. Year 3	\$57,330	\$57,330
R.E.H.S. Year 4	\$62,965	\$62,965
R.E.H.S. Year 5	\$68,600	\$68,600
Public Health Nurse	\$25.00 per hour	\$37.95 per hour
Keyboarding Clerk 3/Registrar Vital Statistics	\$29,571	\$53,708

Practical Nurse P/T	\$15.00 per hour	\$28.50 per hour
Clinical Nurse P/T	\$15.00 per hour	\$24.68 per hour
Environmental Health Specialist	\$500.00 per month	\$1,329 per month

<b>ANIMAL CONTROL</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>POSITION</b>		
Animal Control Officer	\$45,000	\$70,335
Animal Control Officer P/T	Prevailing Minimum Wage	\$30.00 per hour
Animal Attendant P/T	Prevailing Minimum Wage	\$25.00 per hour

<b>RECREATION DEPARTMENT</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>POSITION</b>		
Director of Recreation	\$38,000	\$105,408
Recreation Leader	\$36,929	\$55,550
Recreation Program Coordinator	\$16,000	\$75,241
Recreation Aides P/T	\$1,000	\$5,500
Recreation Leader P/T	\$15.00 per hour	\$23.54 per hour
Camp Director	\$25,000	\$54,622
Camp Director P/T	\$15.00 per hour	\$27.50 per hour
Assistant Camp Director	\$14.00 per hour	\$23.00 per hour
Recreation Board Secretary	\$15.00 per hour	\$25.00 per hour
Park Attendant P/T	\$15.00 per hour	\$25.00 per hour
Head Track Coach	\$2,000 per season	\$4,400 per season
Assistant Track Coach	\$500 per season	\$770 per season
Track Coach	\$2,000 per season	\$4,400 per season
Junior Counselor	Minimum Wage Seasonal Rate	\$15.00 per hour
Senior Counselor	Minimum Wage Seasonal Rate	\$15.00 per hour
Head Counselor	Minimum Wage Seasonal Rate	\$16.50 per hour
Field Supervisor	Minimum Wage Seasonal Rate	\$16.50 per hour
After Care & Before Care	Minimum Wage Seasonal Rate	\$15.00 per hour
Lifeguard	Minimum Wage Seasonal Rate	\$16.50 per hour
Maintenance	Minimum Wage Seasonal Rate	\$16.50 per hour
Science Specialist	Minimum Wage Seasonal Rate	\$15.50 per hour
Program Specialist	Minimum Wage Seasonal Rate	\$16.50 per hour
Music Specialist	Minimum Wage Seasonal Rate	\$15.00 per hour
After Care Supervisor	Minimum Wage Seasonal Rate	\$20.00 per hour
Photographer	Minimum Wage Seasonal Rate	\$15.00 per hour
Rope Specialist	Minimum Wage Seasonal Rate	\$15.50 per hour
Bus Assistant/Counselor	Minimum Wage Seasonal Rate	\$15.00 per hour
Vocal Specialist	Minimum Wage Seasonal Rate	\$15.00 per hour
Before Care & After Care EMT	Minimum Wage Seasonal Rate	\$20.00 per hour
Instrument Assistant	Minimum Wage Seasonal Rate	\$15.00 per hour
Substitute Nurse EMT	Minimum Wage Seasonal Rate	\$19.80 per hour
Theater Specialist	Minimum Wage Seasonal Rate	\$16.50 per hour
Art Specialist	Minimum Wage Seasonal Rate	\$16.50 per hour
Cooking	Minimum Wage Seasonal Rate	\$16.50 per hour
Rock Wall Specialist	Minimum Wage Seasonal Rate	\$15.50 per hour
Clinic Nurse	Minimum Wage Seasonal Rate	\$27.00 per hour
Bus Driver	Minimum Wage Seasonal Rate	\$27.00 per hour
Elective Specialist	Minimum Wage Seasonal Rate	\$20.00 per hour
Cleaning/Maintenance	Minimum Wage Seasonal Rate	\$16.50 per hour
Safety Monitor	Minimum Wage Seasonal Rate	\$25.00 per hour

<b>PARKS DEPARTMENT</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>POSITION</b>		
Director of Parks	\$38,000	\$89,949
Maintenance Supervisor Grounds	\$23.35 per hour	\$39.30 per hour
Maintenance Worker 1 Grounds	\$21.43 per hour	\$34.22 per hour

<b>DIAL-A-RIDE DEPARTMENT</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>POSITION</b>		
Supervisor Omni Bus Operator (See Clerical)	\$35,393	\$56,494
Assistant Supervisor Omni Bus Operator	\$32,175	\$49,367
Omni Bus Operator	\$29,250	\$44,618
Omni Bus Operator P/T, Occasional	\$15.00 per hour	\$21.73 per hour
Clerk Drivers P/T Occasional	\$15.00 per hour	\$21.73 per hour

<b>WATER &amp; SEWER DEPARTMENT</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>POSITION</b>		
Director of Utilities	\$3,000	\$141,372
Administrative Clerk - See Clerical	\$18,000	\$52,767
Water Meter Reader P/T	\$15.00 per hour	\$21.02 per hour
Senior Sewage Plant Operator	\$34.59 per hour	\$51.64 per hour
Water & Sewer Operator	\$32.33 per hour	\$51.64 per hour
Water & Sewer Repairer 1	\$28.01 per hour	\$42.70 per hour
Water & Sewer Repairer 2	\$33.09 per hour	\$46.00 per hour

<b>PUBLIC WORKS DEPARTMENT</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>POSITION</b>		
Municipal Engineer	\$100,000	\$110,000
Assistant Municipal Engineer	\$50,000	\$95,000
Contract Administrator	\$47,500	\$71,500
Director of Public Works	\$47,356	\$124,759
Road Repairer Superintendent	\$47,356	\$123,878
Road Repairer Supervisor	\$38,000	\$101,803
Assistant Road Supervisor	\$38,000	\$96,818
Supervising Diesel Mechanic	\$87,036	\$99,200
Supervising Heavy Equipment Operator	\$87,036	\$99,200
Land Surveyor P/T	\$25.00 per hour	\$47.65 per hour
Senior Construction Inspector	\$38,000	\$88,414
Municipal Recycling Coordinator	\$950	\$5,000
Public Works Inspector	\$22.39 per hour	\$40.82 per hour
Heavy Equipment Operators	\$30.40 per hour	\$45.78 per hour
Mechanic	\$26.94 per hour	\$40.82 per hour
Senior Repairmen/Masons	\$24.38 per hour	\$35.12 per hour
Senior Mechanics	\$29.12 per hour	\$44.54 per hour
Mechanic's Helper	\$18.94 per hour	\$30.50 per hour
Truck Driver	\$24.38 per hour	\$38.01 per hour
Heavy Truck Driver	\$25.66 per hour	\$39.67 per hour
Supervising Heavy Equipment Operator	\$31.90 per hour	\$48.05 per hour
Engineering Aid	\$25,000	\$63,800
Senior Engineering Aid	\$35,000	\$88,955
Garage Attendant	\$17.72 per hour	\$25.55 per hour
Senior Recycling Operator	\$25.44 per hour	\$38.23 per hour
Equipment Operator	\$29.16 per hour	\$40.82 per hour
Road Repairer/Mason	\$21.89 per hour	\$32.15 per hour
Recycling Operator/Seasonal/P/T	\$16.76 per hour	\$30.26 per hour
Diesel Mechanic	\$24.37 per hour	\$40.99 per hour
Building Maintenance Worker P/T	\$21.89 per hour	\$32.15 per hour
Laborer 1	\$21.50 per hour	\$30.50 per hour
Maintenance Repairer	\$21.89 per hour	\$32.15 per hour
Senior Road Supervisor	\$26.38 per hour	\$34.56 per hour
Truck Driver/Equipment Operator	\$27.77 per hour	\$39.67 per hour
Assistant Public Works Inspector	\$29.16 per hour	\$40.82 per hour

<b>CLERICAL TITLES</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>POSITION</b>		
Keyboarding Clerk 1 P/T	\$15.00 per hour	\$20.00 per hour
Keyboarding Clerk 1	\$32,745	\$43,872

Keyboarding Clerk 2	\$35,000	\$45,376
Keyboarding Clerk 3	\$40,000	\$50,206
Clerk 3	\$41,461	\$62,506
Clerk 4	\$47,447	\$60,434
Account Clerk	\$28,000	\$60,434

PUBLIC LIBRARY	MINIMUM	MAXIMUM
POSITION		
Library Director	\$54,154	\$103,517
Senior Librarian	\$47,320	\$72,072
Librarian	\$20.10 per hour	\$28.60 per hour
Supervising Library Assistant	\$40,000	\$63,620
Principal Library Assistant	\$30,059	\$53,831
Senior Library Assistant	\$26,000	\$46,525
Library Assistant	\$20,020	\$38,200
Principal Account Clerk	\$11.40 per hour	\$24.17 per hour
Messenger	\$75 per week	\$160 per week
Building Maintenance Worker	\$11.00 per hour	\$16.50 per hour

In addition, individuals taking minutes for ad hoc boards, advisory boards or regular boards will be paid \$35.00 per meeting.

**SECTION TWO:** Normal pay periods for Township employees and officials will be bi-monthly provided that the Township Administrator may establish suitable pay periods as approved by Council or as noted above.

**SECTION THREE:** The actual salaries of particular officers and employees or groups thereof may have previously been set by Resolution, and it is intended that the adoption of this Ordinance shall not affect any Resolutions affixing the actual salaries or compensation of any officers and employees, provided that said salaries or compensation are within the ranges set forth above.

**SECTION FOUR:** Additional benefits affecting certain officers and employees of the Township of Jefferson are as follows:

- A. The holidays for 2020 shall be as per contract presently in existence for that period.
- B. Police Chief, Police Captain, and all Uniformed Officers are not entitled to longevity. All full-time Township employees not covered by a collective bargaining contract, and hired on or before November 1, 1997, shall be eligible for longevity awards in accordance with the agreement for OPEIU LOCAL 32 Blue Collar Unit, \$1,775.00, for OPEIU LOCAL 32 White Collar Unit, \$1,775.00 with the exception of Dispatchers which are not entitled to longevity, OPEIU Local 32 Foremen are not entitled to longevity. All eligible members shall have longevity become a part of their base salary. Longevity shall be based on each base annual wage. The first day of July is the day upon which the total number of years of service shall be measured.  
  
 Employees hired after November 1, 1997 for OPEIU LOCAL 32 White Collar Unit, November 1, 1997 for OPEIU LOCAL 32 Blue Collar Unit and April 15, 1992 for OPEIU LOCAL 32 Foremen shall not be eligible for longevity. PBA Local 190 members shall not be eligible for longevity.
- C. Employees in positions deemed to be unclassified by the New Jersey Civil Service Commission will earn sick, vacation, personal and holiday time in accordance with the White Collar Union. They will also be entitled to Article 7, Paragraph C in the PBA contract "Deferred Compensation Plan".
- D. All specific benefits to be granted to the individual members of OPEIU LOCAL 32, International Union of Production, Clerical, and Public Employees, White Collar Unit, OPEIU LOCAL 32 Blue Collar Unit, New Jersey Civil Service Association OPEIU LOCAL 32 Foremen's Unit, P.B.A. Local 190, and Professional Staff Employees are set forth in the applicable collective negotiations agreements.

**SECTION FIVE:** Nothing herein shall be intended to amend or in any way change any collective negotiations agreements with reference to those officers or employees who are members of the collective bargaining unit, and to the extent that there is a discrepancy between any collective negotiations Agreement and the range of salaries or benefits set forth herein, the terms of the Collective Bargaining Agreement shall prevail.

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: JUNE 10, 2020**

**ADOPTED: JUNE 24, 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	X			
Mr. Dunham	X		X				X		X			
Mrs. Merz			X						X			
Vice President Senatore		X	X						X			
President Finnegan			X						X			



- **ORDINANCE #20-17 - ORDINANCE AMENDING CHAPTER 456 OF THE JEFFERSON TOWNSHIP MUNICIPAL CODE ENTITLED "TOWING", SPECIFICALLY SECTIONS 456-1, "ROTATION LIST; TOW OPERATORS REQUIREMENTS" AND SECTION 456-2, "FEES: HEAVY VEHICLE RECOVERY; YARD CHARGES**

**NOW, THEREFORE, BE IT ORDAINED** by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that Chapter 456 of the Jefferson Township Municipal Code is hereby amended as follows:

**SECTION I**

§456-1, Rotation List; Tow Operators Requirements is amended as follows:

1. Section §456-1.C(8) is repealed and replaced as follows:

Towing operator's base of service. Any individual or entity that is placed on the rotation list by the Jefferson Township Police Department and maintains its principal place of operation within the Township, shall comply with this subsection. The principal place of operation shall conform to a legally approved zoning and/or site plan and shall fully comply with all of the Township's zoning, land use and property maintenance codes. Failure to comply may result in the towing operator being suspended from the rotational duty service list upon request to the Chief of Police made by the Township's Construction Official, Zoning Officer, Code Enforcement Officer or Property Maintenance Officer, subject to the towing operator's right of appeal under Section §456-3A of the Code.

2. Section §456-1.C(10) is repealed and replaced as follows:

The towing operator shall either have a storage facility within the corporate boundaries of the Township of Jefferson, which can accommodate a minimum of ten (10) medium size vehicles, or maintain a similar size storage facility outside of the Township of Jefferson and within twenty (20) minutes of the Jefferson Township Police Department's location. The storage facility must be lighted and secured by a fence that is at least six (6) feet high.

**SECTION II**

§456-2, Fees: Heavy Vehicle Recovery; Yard Charges is hereby repealed in its entirety and is replaced as follows:

§456-2(A). The following is the fee schedule for basic automobile services:

- |    |                                      |                              |
|----|--------------------------------------|------------------------------|
| 1. | Cars:                                | \$125.00 per hour plus parts |
| 2. | Trucks:                              | \$175.00 per hour plus parts |
| 3. | Motorcycle and motorized bikes rate: | \$70.00                      |

§456-2(B). Basic Towing Services:

- |    |  |                   |
|----|--|-------------------|
| 1. | Light Duty up to 10,000 lbs.:                | Hook-up \$150.00  |
| 2. | Medium Duty 10,001 – 16,000 lbs.:            | \$250.00 per hour |
| 3. | Heavy Duty 16,001 and above:                 | \$500.00 per hour |
| 4. | Decoupling Fee (if the tow is not performed) | ½ of basic rate   |

§456-2(C). On-Hook Mileage:

- |    |              |                         |
|----|--------------|-------------------------|
| 1. | Light Duty:  | \$6.00/per loaded miles |
| 2. | Medium Duty: | N/A                     |
| 3. | Heavy Duty:  | N/A                     |

§456-2(D). Recovery/Winching (in addition to towing-per tuck including driver)

- |    |                                    |  |
|----|------------------------------------|--|
| 1. | Light/Medium 10,001 – 16,000 lbs.: | \$350.00 per hour charged in 1 hour<br>Increments of \$175.00 per ½ hour |
| 2. | Heavy Duty 16,001 and above:       | \$600.00 per hour  |

§456-2(E). Specialized Recovery Equipment:

- |     |   |                                   |
|-----|---|-----------------------------------|
| 1.  | Rotator/Case Recovery Unit:                       | \$1,200.00 per hour               |
| 2.  | Tractor with Landoll Trailer or Detached Trailer: | \$ 450.00 per hour                |
| 3.  | Tractor/Transport Hauler only:                    | \$ 250.00 per hour                |
| 4.  | Refrigerated Trailer w/Tractor:                   | \$ 450.00 per hour                |
| 5.  | Box Trailer w/Tractor:                            | \$ 400.00 per hour                |
| 6.  | Air Cushion Unit:                                 | \$1,000.00 per hour               |
| 7.  | Light Tower:                                      | \$ 250.00 per hour                |
| 8.  | Pallet Jack:                                      | \$ 200.00 flat rate               |
| 9.  | Rollers:  | \$ 200.00 flat rate               |
| 10. | Any other Specialized Equipment:                  | \$ 250.00 per hour                |
| 11. | Loader/Backhoe/Bulldozer/Bobcat/Telescopic:       | \$ 300.00 per hour each           |
| 12. | Forklift:   | \$ 300.00 per hour                |
| 13. | Dump Truck/Dump Trailer w/Tractor:                | \$ 350.00 per hour                |
| 14. | Roll-Off with Container:                          | \$ 350.00 per hour plus disposal  |
| 15. | Recovery Supervisor Vehicle:                      | \$ 150.00 per hour                |
| 16. | Scene Safety Equipment:                           | \$ 250.00 per hour each type used |
| 17. | Recovery Support Vehicle/Trailer:                 | \$ 350.00 per hour                |

456-2(F). Labor-All Labor a minimum of One (1) Hour

- |    |   |   |
|----|---|---|
| 1. | Accidental Minor Clean-up and Disposal of Debris:           | \$ 75.00 per hour minimum plus material used                |
| 2. | Recovery Supervisor and/or<br>Level III Recovery Specialist | \$ 225.00 per hour*<br>*charges limited to one per incident |
| 3. | Certified Towing Operator:                                  | \$ 125.00 per hour per man                                  |
| 4. | Manual Laborers:  | \$ 100.00 per hour per man                                  |

- 456-2(G). Storage-Per Calendar Day (inside rate is two (2) times outside rate; inside storage rate to be charged only if inside storage requested by the vehicle owner)
1. Cars/Light – 10 ft. X20 ft. Space: \$ 65.00 per day
  2. Trucks (Dual Wheels)/Single Axle: \$ 90.00 per day
  3. Tractor/Dump Truck/Tractor and Trailer Combo: \$ 125.00 per unit per day
  4. Buses: \$ 150.00 per day
  5. Roll-off: \$ 125.00 per day
  6. Cargo/Accident Debris/Load Storage/Vehicle Components 10 ft. X 20 ft. space: \$ 45.00 per day
  7. Rental of any Tow Company Supplied Trailer post incident: \$ 500.00 per day

456-2(H). Additional Service/Notes

1. Fuel/Haz-Mat/Cargo Spills/Clean-up and Disposal: Time & Material
2. Haz-Mat and Trash Recovery: Surcharge 10%
3. Subcontractor Mark-up: 10%
4. Administrative Charge/Only after 3<sup>rd</sup> visit to vehicle: Cars only \$50.00
5. Administrative Charge: Medium/Heavy Truck \$200.00
6. After Hour Release: \$ 75.00
7. Notification Documentation Fee: \$ 50.00
8. Tarping/Wrapping Vehicle: \$ 90.00 per car/ \$ 250.00 per truck
9. Fuel Surcharge: Reserve for future need

**NOTE:** After the first hour, all hourly billable rates will be charged in half hour increments. Charges for all trucks/recovery equipment are inclusive of the operator. You may not separately charge for an operator that drives/operates the truck/recovery equipment.

**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.

Ms. Millikin stated that there was one error Administration did not catch, in reference to 456-2(D). She said the weight restriction should have been eliminated and asked Mr. Ryan if this would be considered a major or minor revision. Mr. Ryan said he did not think it would be a major modification so Council could proceed with the public hearing and adoption.

Councilman Dunham thanked Mr. Ryan for changing the language in 456-2(G) regarding terms of storage and Mr. Ryan thanked the Clerk.

With no members of the public wishing to be heard, Council President Finnegan closed the public hearing.

Councilwoman Merz made a motion, with a second by Councilman Dunham, to adopt the Ordinance with a minor change to the language in Section 456-2(D) as follows:

**§456-2(D). Recovery/Winching (in addition to towing-per tuck including driver)**

1. Light/Medium \$350.00 per hour charged in 1 hour  
Increments of \$175.00 per ½ hour
2. Heavy Duty 16,001 and above: \$600.00 per hour

**INTRODUCED: JUNE 10, 2020**

**ADOPTED: JUNE 24, 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						X			
Mr. Dunham			X					X	X			
Mrs. Merz			X				X		X			
Vice President Senatore		X	X						X			
President Finnegan			X						X			

**8. COUNCIL AND MAYOR DISCUSSION**

There were no items for Council and Mayor Discussion on June 24, 2020.

**9. ADMINISTRATIVE REPORTS OF MAYOR AND ADMINISTRATOR**

Mayor Wilsusen said the Township had been Covid free since June 15<sup>th</sup> but one new case had just been reported and was being tracked. He said there have been a total of 226 cases and 8 Covid related deaths in Jefferson.

Mayor Wilsusen said his administration has been working with businesses in town and thanked his staff, the Clerk, and everybody involved. He mentioned the increased workload and stress on personnel regarding inspections and everything needed to make sure outdoor dining is safe. He said it seems like everything is up and running and going well and indoor dining is coming per the Governor's recent Executive Order. Mayor Wilsusen said he thinks the Township is serving the public well.

Mayor Wilsusen announced that Chief Conrad is retiring and his last day is the 30<sup>th</sup> of June. He said there is a walk-out scheduled for Monday at 3 pm. He stated that he has a proclamation for the Chief to recognize his thirty (30) years of service to Jefferson and will have him return to be recognized at a Council meeting in the future when people are allowed to gather.

Mayor Wilsusen thanked those who were able to attend the raising of the first Pride flag at the gazebo. He said the event was put together hastily but was well received and he hopes to have a bigger event planned for next year. He announced the Mayor's Wellness Campaign put on its first yogathon thanks to Tru Nature Yoga and Black Bear Fitness and said the event had been held at Lakeside Field.

Mayor Wilsusen mentioned that Hope One and Navigating Hope had come to town recently. He said people were coming in asking for assistance as well as Narcan training, and he feels that this is a much needed service as there is currently no CARES program at the squad building due to Covid.

Mayor Wilsusen reported that the Land Use Board approved Camp Six's request for an additional parking lot next to Alice's Restaurant. He said there should be at least thirty-five (35) additional spaces and this should help alleviate some pressure during peak times. He also mentioned the solar panels which were installed on Camp Six's other parking lot and said this project had been approved by the Board of Adjustment last June. Mayor Wilsusen said he has been receiving complaints and people think it's ugly and the owners are trying to do something to soften the appearance.

Mayor Wilsusen said he was sad to report an accident which occurred on Lake Hopatcong today in the Hopatcong section of the lake. He said a weed harvesting barge overturned and the operator was trapped. He mentioned the Lake Hopatcong Commission released the name of the deceased as Curt Mulch, and Mayor Wilsusen said he wanted to offer thoughts and prayers to the family.

Ms. Millikin stated that milling and paving began last week. She said cape seal should begin on Monday, June 29<sup>th</sup>, and laying the oil stone base on the ground will take two (2) days. She said the contractor will come back two (2) weeks later, weather permitting, and put the micropave sealer down. Ms. Millikin said the contractor will be notifying residents via door hangars and will be storing all stone material in Water's Edge by the tennis court parking lot. She stated that Fitzpatrick will be completing Brady Road Phase 2 milling and paving from June 30<sup>th</sup> to July 2<sup>nd</sup>.

Ms. Millikin reported that she, the Mayor, Bill Eagen, Kathy Hammond, and Jean Wilson met with Auditor Tom Ferry regarding the final audit review and she anticipated Mr. Ferry will present to Council at the July 15<sup>th</sup> meeting. She said the May dashboard reports were emailed out last week and the Water Department posted the annual consumer confidence report to the Township's website as required.

Ms. Millikin announced that the Municibid auction was very successful and twelve (12) items of surplus sold, including the old fire truck, netting the Township \$79,969. She reported that she, the Mayor, and Mr. Ryan met with a representative from the White Rock Lake Association and will be working on a lease agreement. She said the Association is not interested right now in turning the Lake over to the Township but would be willing to enter into a lease agreement for Township use of the lake and for their use of the pavilion. Ms. Millikin said the Association is extremely happy with all the maintenance the Township has done on the property and she expects to have another meeting mid-July.

Ms. Millikin said that Mr. Eagen is working with the Bond Council and Auditors and she expects to be able to present numbers regarding the Police addition in July.

**10. COUNCIL REPORTS**

Councilman Birmingham said he thought it was great that the paving projects came in under bid and under the engineer's estimate and were on time. He reported attending two (2) Zoom meetings, one for the Morris County League of Municipalities and one for the Library Board. Councilman Birmingham said the League of Municipalities hosted Prosecutor Fred Knapp, who spoke on how Emergency Management and the Courts have been operating during Covid, as well as the Director of the Morris County Chamber of Commerce. He said that pickup started at the Library last Tuesday and they are starting to get more patrons picking books up. He mentioned that the Library has often complained of drainage issues in the parking lot and it appears these might have been solved with the recent paving of the lot by New Jersey Natural Gas.

Councilman Dunham thanked the Clerk and Deputy Clerk as well as the Mayor and Administrator for all the extra work they have been doing helping businesses try to stay in business. He said in his opinion it's a sad situation and he hopes the town doesn't lose businesses. He also said he believes the town has been acting very cooperatively and trying to help and that meeting with the business owners was a wise thing to do. He asked Ms. Millikin please pass his thanks on to the other departments.

Councilman Dunham mentioned the recent accident which occurred on the Newark Watershed property and thanked the Emergency Management Coordinator, the Police, and emergency services (both fire and police) for their quick response. He said it was nice to see the paving occurring and hoped residents would be pleased. He asked Ms. Millikin the status of the energy presentation given to the Council a few months ago. Ms. Millikin responded that she is signing contracts and then the company will start to communicate with the public.

Councilwoman Merz said her street was one of the roads that was paved and she thought Jefferson's public works, as well as the contractor, did a wonderful job, including communication with the residents. She asked Ms. Millikin to pass on her appreciation to public works. She mentioned that the paving has increased speeding and asked about posting signs with speed limits on tertiary roads. Mayor Wilsusen stated that the speed limit on the side roads is twenty-five (25) miles per hour.

Councilwoman Merz thanked the Clerk and Deputy Clerk for their efforts with the businesses in town and commended the Mayor on taking the initiative in setting up the meeting. She said she had heard from several business owners and they were very appreciative of efforts made on their behalf. She asked how the Township is making sure that rules are followed and asked if the town was relying on residents or patrons to make complaints. Mayor Wilsusen said an initial inspection was done by the Township but anything after that will be complaint based. In response to Councilwoman Merz's question about the retirement of the Mayor's Secretary, Mayor Wilsusen reported receiving sixteen (16) resumes and conducting eight (8) interviews.

Council Vice President Senatore said the road paving notifications have been well communicated. She commended the Administration and staff for their effort to get restaurants up and running. She said the lake has been packed, beaches are open, and tourism has been busy. She asked if Administration could get in touch with the Old Pathmark to ask them to cut their grass. Council Vice President Senatore mentioned that school is out and wished everyone a safe summer.

Council President Finnegan thanked Ms. Millikin for the dashboard reports. She stated that she attended the meeting with the business owners, the Mayor, the Clerk, and Councilman Dunham. She said it was interesting to hear their point of view and she thinks they appreciated that the town is taking an interest in helping them.

Council President Finnegan wished retiring Chief Conrad good luck and a happy retirement. She reported attending Hope One and Navigation Hope where they were holding Narcan training outside. She said she wanted to send condolences to the family of the man who died on the lake today. She said she was happy to see the "slowdown in our town" signs placed around Jefferson. Council President Finnegan wished everyone a wonderful Fourth of July weekend.

**11. ORDINANCES – FIRST READING**

There were no Ordinances for Introduction on June 24, 2020.

**12. NEW BUSINESS**

- **Lakeland Mobile Home Park Update**

Ms. Reilly stated that she wanted to update Council since this permit appears on the Consent Agenda. She mentioned that Council had agreed to send a letter to the permit applicant stating that he needed a NJDEP permit as he discharges more than two thousand (2,000) gallons of wastewater a day. Ms. Reilly said the permit applicant sent in a copy of his paperwork to the Health Department as requested and did comply with Council's request and therefore the permit is listed on the agenda for extension through the end of December.

Councilman Birmingham asked if liquor license renewals were extended to October. Ms. Reilly stated that they have been extended through the end of September although there is no requirement for licensees to wait to submit their renewal fees. She mentioned that as long as the NJABC fee and municipal fee is paid and tax clearance has been received, renewals can take place earlier than September. Ms. Reilly said the Council's last meeting in September is the 17<sup>th</sup> so licensees will be notified that all liquor licenses renewals will need to be processed by that date.

Councilwoman Merz asked if Big Fish, trading as Alice's is open and if the extended parking lot will be used for all the businesses in that area. Mayor Wilsusen said Alice's has not opened for outdoor dining and the Land Use Board approved the use of the parking lot for all businesses involving Camp Six, from the restaurants to Miss Lotta. He said there will be cross easements so if a business is ever sold access to the lot is still tied in.

- **Resolution #20-152**  
**Resolution Consenting to the Appointment of Paul Castimore As Chief Of Police For The Township of Jefferson And Authorizing the Execution Of An Employment Agreement For The Position of Police Chief**

**WHEREAS**, the Township will have a vacancy in the position of Chief of Police due to the upcoming June 30, 2020 retirement of Chief Sean Conrad; and

**WHEREAS**, Captain Paul Castimore joined the Jefferson Police Department in August 1, 1994 and has served with distinction since that time, attaining the rank of Captain in March 1, 2019; and

**WHEREAS**, the Mayor desires to appoint Paul Castimore as its Chief of Police in accordance with the Rules and Regulations of the New Jersey Civil Service Commission, N.J.S.A. 40:69A-40 and Township Code § 7-37A(1); and

**WHEREAS**, Paul Castimore has agreed to accept the appointment as Chief of Police effective July 1, 2020; and

**WHEREAS**, in accordance with N.J.S.A. 40:69A-36 and Township Code § 7-37A(1), the appointment of the Chief of Police requires the advice and consent of Council; and

**WHEREAS**, the Township and Paul Castimore wish to memorialize the terms and conditions of Castimore's employment as Chief of Police in a written employment agreement; and

**WHEREAS**, the Township Council desires both to provide advice and consent to the appointment of Paul Castimore as Chief of Police and to also authorize the execution of an Employment Agreement as described above

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey that the Township Council does hereby consent to the appointment of Paul Castimore to the position of Police Chief.

**BE IT FURTHER RESOLVED**, that the Township Administrator and Clerk are authorized and directed to execute the employment agreement on behalf of the Township.

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

Mayor Wilsusen stated that he appreciated the Council's support of his appointment.

- **Resolution #20-163**  
**Resolution Authorizing The Purchase Of A Ford E450 Type III Medallion 170 (Gas Engine), Body Length 170" Ambulance, From P.L. Custom Body & Equipment Co., Inc. Under The Houston-Galveston Area Council National Cooperative**

**WHEREAS**, pursuant to P.L. 2011, c. 139 all contracting units are permitted to use contracts awarded by national or regional cooperatives that were already competitively bid without competitively bidding the goods or services themselves; and

WHEREAS, on July 20, 2016, the Township Council authorized the Township to enter into an agreement with the Houston-Galveston Area Council (H-GAC) National Cooperative to purchase goods and/or services in order to make the procurement process more efficient and to provide cost savings to the Township; and

WHEREAS, the H-GAC awarded Contract #AM10-18 entitled "Ambulances, EMS, and Other Special Service Vehicles" to P.L. Custom Body & Equipment Co., Inc., 2201 Atlantic Avenue, Manasquan, New Jersey, 08736; and

WHEREAS, the Township of Jefferson wishes to purchase one (1) Ford E450 Type III Medallion 170 (Gas Engine), Body Length 170" Ambulance (H-GAC Product Code No. WA01) from P.L. Custom Body & Equipment Co., Inc., 2201 Atlantic Avenue, Manasquan, New Jersey, 08736 for an amount not to exceed \$188,000.00; and

WHEREAS, the Township is in receipt of the requisite documentation required in order to award this contract through the H-GAC National Cooperative contract; and

WHEREAS, the use of the H-GAC National Cooperative shall result in cost savings, after all factors, including charges for service, material and delivery, have been considered; and

WHEREAS, the H-GAC National Cooperative's bidding process for contractors meets the requirements of the "fair & open" definition required by N.J.S.A. 19:44A-20.7; and

WHEREAS, the determination by the Township to award this contract under this national cooperative was previously advertised both in the official newspaper of the Township and on the Township website; 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 as designated below and totaling \$188,000.00:

C-04-55-920-013-920	\$185,000.00
0-01-25-252-252-233	\$3,000.00

**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 one (1) Ford E450 Type III Medallion 170 (Gas Engine), Body Length 170" Ambulance in an amount not to exceed \$188,000.00. from P.L. Custom Body & Equipment Co., Inc., 2201 Atlantic Avenue, Manasquan, New Jersey, 08736.

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

- **Permit #20-05**  
 Lakeland Mobile Home Park- 35 Trailer Lots  
 Extension of Conditional Temporary 2020 License - Valid Through December 31, 2020
- **Kennel License #20-01**  
 Canine County Club of the Lake  
 July 1, 2020 Through June 30, 2021
- **Kennel License #20-02**  
 Clip Shoppe Groom & Board  
 July 1, 2020 Through June 30, 2021
- **Kennel License #20-03**  
 Jefferson Township Pound  
 July 1, 2020 Through June 30, 2021

**\*APPOINTMENTS**

- None

**\*CONSENT AGENDA RESOLUTIONS:**

- 20-153 Resolution Authorizing the Payment of Bills
- 20-154 Resolution Authorizing the Cancellation of a Portion of 2019 4th Quarter Tax Amount Due To Tax Exemption Status - Block 250.03, Lot 116
- 20-155 Resolution Increasing the Township Of Jefferson's Bid Threshold
- 20-156 Resolution Approving Submission of a Grant Application and the Execution of a Grant Contract With The New Jersey Department of Transportation (NJDOT) For Ridge Road Improvements - Phase 1
- 20-157 Resolution Requesting Approval of Item of Revenue and Appropriation Under N.J.S.A. 40A:4-87 For The 2020 Clean Communities Grant In The Amount of \$52,695.74
- 20-158 Resolution Approving the Service Of Alcoholic Beverages On The Patio Area - Rockfall Inc. (Gatwyn's II) - 1414-33-017-005
- 20-159 Resolution Authorizing the Renewal of Liquor Licenses - Rusty Cleat LLC (Windlass) - 1414-33-031-003
- 20-160 Resolution Authorizing the Renewal of Liquor Licenses - Big Fish Enterprises LLC (Alice's) - 1414-33-010-008
- 20-161 Resolution Authorizing the Reduction of Taxes Due To Approved State Tax Appeals - Block 266 Lot 3.02

Prior to the vote on the Consent Agenda, Councilman Birmingham requested that Resolution #20-162, Resolution Authorizing the Execution of Mutual Settlement Agreement and Release Of All Claims Between the Township Of Jefferson And Shawn Hopkins, be removed for separate consideration and vote.

**Consent Agenda**

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

**Resolution #20-162  
 Resolution Authorizing the Execution of Mutual Settlement Agreement and Release Of All Claims Between The Township of Jefferson and Shawn Hopkins**

Councilman Birmingham stated that he wasn't a party to the original agreement and that's why he was abstaining.

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			

**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.

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

**15. ADJOURNMENT AT 8:19 PM**

Motion made by Councilwoman Merz, second by Councilman Birmingham to adjourn the meeting at 8:19 pm, with all members in favor signifying by "Aye".

June 24, 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)

**CONSENT AGENDA RESOLUTION #20-153**

**"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 **June 10, 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 #20-154**

**"RESOLUTION AUTHORIZING THE CANCELLATION OF A PORTION OF 2019 4<sup>th</sup> QUARTER TAX AMOUNT DUE TO TAX EXEMPTION STATUS- BLOCK 250.03 LOT 116"**

**WHEREAS**, the Tax Collector certifies that there appears on the **2019 4<sup>th</sup> quarter tax record** a principal amount due of **\$6,535.61** on **Block 250.03, Lot 116**; and

**WHEREAS**, the owner of record of **Block 250.03, Lot 116** is **AVVID Community Services of NJ Inc. ("AVIDD")**, 92 Broadway, Denville, New Jersey, 07834; and

**WHEREAS**, **AVVID** submitted Tax Exemption paperwork to the Tax Assessor and received the exemption on **November 1, 2019**; and

**WHEREAS**, due to the Tax Exemption, the Tax Collector recommends cancellation of a portion of **AVIDD's** 2019 added assessment, which was levied due to the construction of a group home; and

**WHEREAS**; cancelling a portion of the 2019 added assessment will result in a decrease in the principal balance due for 4th quarter 2019; and

**WHEREAS**, due to the Tax Exemption, 1st and 2nd quarter **2020** tax amounts should be cancelled.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that the Tax Collector is authorized to adjust the 2019 4<sup>th</sup> quarter tax record to reflect a cancellation of a pro-rated added assessment amount of **\$930.54**.

**BE IT ALSO RESOLVED** that the 4th quarter 2019 tax record will reflect a principal balance due of \$5596.42.

**BE IT ALSO RESOLVED** that the Tax Collector is authorized to cancel of the 1<sup>st</sup> and 2<sup>nd</sup> quarter 2020 tax amounts totaling **\$2,810.85** on Block 250.03, Lot 116.

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**CONSENT AGENDA RESOLUTION #20-155**

**“RESOLUTION INCREASING THE TOWNSHIP OF JEFFERSON'S BID THRESHOLD”**

**WHEREAS**, effective July 1, 2020, the Governor of the State of New Jersey has adjusted the bid threshold for awarding contracts under the Local Public Contracts Law; and

**WHEREAS**, the change in the bid threshold allows municipalities with a Qualified Purchasing Agent to increase their bid **threshold up to \$44,000**; and

**WHEREAS**, N.J.S.A. 40A:11-3a, permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

**WHEREAS**, N.J.A.C. 5:34-5 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

**WHEREAS**, **Debra J. Millikin, Township Business Administrator**, was appointed by the Township of Jefferson as the Qualified Purchasing Agent by the adoption of Resolution #19-107 and possesses the qualifications and designation of Qualified Purchase Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

**WHEREAS**, the Township of Jefferson desires to take advantage of the increased bid threshold.

**NOW, THEREFORE, BE IT RESOLVED** that the Township Council of the Township of Jefferson, County of Morris, State of New Jersey hereby increases the Township's bid threshold from **\$40,000 to \$44,000 effective July 1, 2020**.

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**CONSENT AGENDA RESOLUTION #20-156**

**“RESOLUTION APPROVING SUBMISSION OF A GRANT APPLICATION AND THE EXECUTION OF A GRANT CONTRACT WITH THE NEW JERSEY DEPARTMENT OF TRANSPORTATION (NJDOT) FOR RIDGE ROAD IMPROVEMENTS – PHASE 1”**

**WHEREAS**, the Township Engineer recommends said grant application to the New Jersey Department of Transportation (NJDOT); and

**WHEREAS**, the Township Engineer asks the Governing Body that he be and is authorized to apply for said grant.

**NOW, THEREFORE, BE IT RESOLVED**, that the Township Council of the Township of Jefferson, in the County of Morris and State of New Jersey, formally approves the grant application for the above stated project, **Ridge Road Improvements – Phase 1**.

**BE IT FURTHER RESOLVED** that the **Township Engineer** is hereby authorized to submit an electronic grant application identified as **MA-2021-Jefferson Township-00441** to the NJDOT on behalf of the Township of Jefferson.

**BE IT FURTHER RESOLVED** that the Mayor and Township Clerk are hereby authorized to sign the grant agreement on behalf of the Township of Jefferson and that their signatures constitute acceptance of the terms and conditions of the grant agreement and approve the execution of the grant agreement.

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**CONSENT AGENDA RESOLUTION #20-157**

**“RESOLUTION REQUESTING APPROVAL OF ITEM OF REVENUE AND APPROPRIATION UNDER N.J.S.A. 40A:4-87 FOR THE 2020 CLEAN COMMUNITIES GRANT IN THE AMOUNT OF \$52,695.74”**

**WHEREAS**, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount thereof was not determined at the time of the adoption of the budget; and

**WHEREAS**, said Director may also approve the insertion of an item of appropriation for an equal amount; and

**WHEREAS**, the Township of Jefferson has been awarded a **2020 Clean Communities Grant** in the amount of **\$52,695.74** and wishes to amend its **2020** budget to include this amount as an item of revenue.

**NOW, THEREFORE, BE IT RESOLVED** that the Township Council of the Township of Jefferson, County of Morris, State of New Jersey hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year **2020** in the total amount of **\$52,695.74**, which will be available as a revenue from:

Miscellaneous Revenues

Special Items of General Revenue Anticipated with Prior Written





2. All doors and windows will be **closed at 10:00 pm** when there is indoor music of any kind, live or recorded, amplified or unamplified, and whether through speakers or otherwise piped in.
3. **Interior seating capacity** shall be limited as determined by the capacity of the septic system - total of seventy-four (**74**) seats.
4. **Consumption or service of food and beverages**, including alcoholic beverages, is limited to the designated 1<sup>st</sup> and 2<sup>nd</sup> floor interior portion of the building and the 2<sup>nd</sup> story deck.
5. **Service of food and beverages** is prohibited outside the building.
6. **Consumption of beverages** is allowed outside the building on the 1<sup>st</sup> floor patio underneath the 2<sup>nd</sup> story deck and on the enclosed walkway connected to the 2<sup>nd</sup> floor/adjacent to the upper parking area.
7. All **vehicles** owned or operated by patrons must be removed from the premises within **forty-five (45)** minutes of closing.
8. At no time shall the property have occupancy greater than **one hundred twenty (120) persons (not including staff)**.

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**CONSENT AGENDA RESOLUTION #20-161**

**“RESOLUTION AUTHORIZING THE REDUCTION OF TAXES DUE TO APPROVED STATE TAX APPEALS -  
BLOCK 266 LOT 3.02”**

**WHEREAS**, the Tax Collector of the Township of Jefferson has determined that action is required as a result of the 2017, 2018, & 2019 tax reductions granted by the Tax Court of New Jersey; and

**WHEREAS**, the Tax Collector has certified to the foregoing as well as to the amount of the tax cancellations, which are set forth along with the Name and Block and Lot of the taxpayer; and

**WHEREAS**, the Tax Court has also granted a reduction in 2020 taxes due to the approved State Tax Appeal; and

**WHEREAS**, the calculation of 2020 taxes is dependent upon the tax rate, which has not yet been determined by the State of New Jersey; and

**WHEREAS**, the Tax Collector will submit a subsequent resolution to the Township Council requesting action on 2020 taxes once the tax rate has been received by the Township and the 2020 tax calculation has been made.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that the required tax cancellations be made for 2017, 2018, & 2019:

<u>BLOCK</u>	<u>LOT</u>	<u>NAME</u>	<u>TAX CANCELLATION</u>	<u>YEAR</u>
266	3.02	TFUF ENTERPRISES	\$ 7,219.87	2017
266	3.02	TFUF ENTERPRISES	\$13,413.07	2018
266	3.02	TFUF ENTERPRISES	\$14,599.94	2019

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**CONSENT AGENDA RESOLUTION #20-162**

**“RESOLUTION AUTHORIZING THE EXECUTION OF MUTUAL SETTLEMENT AGREEMENT AND RELEASE OF ALL CLAIMS  
BETWEEN THE TOWNSHIP OF JEFFERSON AND SHAWN HOPKINS”**

**WHEREAS**, the Township of Jefferson has reached a settlement with Shawn Hopkins as reflected in a certain Mutual Settlement Agreement and Release of All Claims (“Settlement Agreement”) which has been negotiated between the parties; and

**WHEREAS**, the Township of Jefferson desires to approve the Settlement Agreement.

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

1. The Mutual Settlement Agreement and Release of All Claims between Shawn Hopkins and the Township of Jefferson is hereby approved.
2. The Mayor and Township Clerk are authorized to sign the Settlement Agreement on behalf of the Township of Jefferson, as well as any other documentation necessary to effectuate this settlement.
3. This Resolution shall take effect immediately.
4. If any section, subsection, sentence, clause or phrase in this resolution is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this resolution.