

JEFFERSON TOWNSHIP COUNCIL

Regular Meeting

October 2, 2013

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Roll Call

Present

Mrs. Merz
Mr. Birmingham
Vice President Sanchelli
Lawrence Cohen, Township Attorney
Lori Harvin, Township Clerk

Absent

Mr. Dunham
President Yocum

Mrs. Harvin said, "Let the record show that Mayor Felter and Administrator James Leach are present."

Salute to the Flag

Council Vice President Sanchelli asked everyone to rise for the Pledge of Allegiance.

Notice of Presiding Officer

Council Vice President Sanchelli said, "This Regular Council meeting for October 2, 2013, commencing at 7:00 p.m. has been properly noticed in accordance with the Open Public Meetings Act by notice to the official newspapers of the Township on September 26, 2013."

Appointment of Firefighter to Fire Co. No. 1: Dylan J. Merritt

Sanchelli asked Dylan J. Merritt to come forward. Mayor Felter administered the Oath of Office while Chief VanVeen held the Bible. Sanchelli thanked Dylan for providing his services to the Township and presented Dylan with a Certificate of Appreciation and a Township pin and pen.

Proclamation for 25th Anniversary of the Jefferson Township Haunted House

(90-A)

Mayor Felter read the Proclamation recognizing the 25th Anniversary of the Jefferson Township Haunted House. Terri Tate came forward along with a parade of costumed participants and volunteers from the Jefferson Township Haunted House. Mayor Felter thanked everyone for the annual event which has entertained thousands over the past 25 years.

Council Reports

Merz had no report this evening.

Birmingham reported that he and Sanchelli met with 2 volunteers for the Rockaway River Watershed Cabinet.

Motion: Appointment of Mike Hardy and Alexander Coccoziello as Representatives to the Rockaway River Watershed Cabinet for the Unexpired Term to 12/31/13

Motion: Birmingham, second Merz

Mr. Dunham	Absent
Mrs. Merz	Aye
Mr. Birmingham	Aye
Vice President Sanchelli	Aye
President Yocum	Absent

Administrative Report of Mayor and Administrator

Felter had no report this evening.

Leach reported that an Open House was held last night at the Prospect Point Fire House Sub-Station to display the plans for the renovations. No one had any issues with the project.

Leach reported that the Administration is working on a Wellness Program implemented by the State Health Benefits Program. Leach explained that during the first year, if employees participate in a biometric survey which is filled out by a physician

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at an annual physical on the internet, the insurance company will send the participating employee a gift card. Leach explained that there will be Wellness Champions; Jessica Krieger and Ivan Rodriguez, to work with the employees. Eagen said there will be an incentive for the Township as well. If the town reaches a certain threshold for participation, then in 2016 the town will receive a 1 percent savings off the monthly health insurance. Merz asked if there will be a stipend for the two employees and Leach said no. Eagen said they will be advocating and implementing certain programs. ⁹¹

Leach said a letter will be distributed with the next pay stub as mandated in accordance with the Affordable Health Care Act.

Leach said that as more employees pay a higher percentage of the premium for health benefits, it is expected that employees will opt into the high deductible, lower cost health plans. Leach said that a Flexible Savings Account will be set up which can be used for child care and other issues. This Flexible Savings Account will be set up through Alfac. Leach said they hope to have a Resolution to set up the Account in the first quarter of the new year.

Leach advised that the section of Weldon Road under the Grant was paved yesterday. Half of Schoolhouse Road was paved and the other half will be finished tomorrow.

Leach reported that the public electric aggregation is being worked on. Leach said that Eagen will also explain a bid that will be going out for natural gas. Eagen said the natural gas is under the State Pilot Program. The platform has not been rolled out yet since this has not been done in New Jersey to date. Eagen said that the bills have been sent out for review. Eagen said that with regard to the Electric Bids for residents, the same basic platform that the Township used.

Miscellaneous/Public Portion

No one came forward.

New Business

- **Request:** Septic Deed of Easement for 31 Oriole Road/Block 495, Lot 9

Leach advised that this property requires repair of a septic system. Repair of the system, under the current rules, requires use of the right-of-way that has not been developed that runs along the County Golf Course. Leach said that this has also been done with a neighboring property. The Council approved the Township Attorney to prepare the Septic Deed of Easement.

- **Discussion:** 2013 Best Practices Inventory

Eagen explained that the Best Practices Inventory is an annual requirement. Each year 50 questions are produced and every municipality must answer yes, no, not applicable or prospective. Eagen said the town must hit a threshold of at least 41 questions answered "yes" to be in good standing. Anything less than that and the town would forfeit a portion of the State Aid. The questions are a guideline of Best Practices that go beyond the annual audit. Eagen said that right now the tally is at 43 and there is one change that will bring the score to 44 which puts the town's percentage at 88 with no State Aid lost.

Eagen began the discussion of the 2013 Best Practices Inventory:

Question No. 4: This is a new question regarding the State Comptroller's Report regarding Local Government Legal Fees. The recommendation is to go through a formal process each year of receiving proposals/requests for qualifications in order to secure legal services. Eagen said that the town is satisfied the current process.

Question No. 5: Under the Pay to Play Statute there are different ways to procure Professional Services. There is the Non-Fair and Open process which is what the Township has been following and the Fair and Open, which sounds better, however, it really is not fair and open. Eagen commented that he is satisfied with the way the Professional Contracts are being awarded because once a vendor is under contract

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they are prohibited from making reportable contributions exceeding \$300. Under the Fair and Open process it is considered similar to a sealed bid so a vendor can donate as much as they want because the process is considered open. ⁹²

The Council discussed the award of contracts and the submission of the Best Practices Inventory.

Question No. 17: Eagen explained that the State has put in place a process for Procurement Cards. Eagen said that monetary limits can be put in place and accounts can be set up with specific vendors. Eagen said that he may want to begin a pilot program for a P-Card in the 2014 with a layer of internal controls and oversights. Merz asked if this would be in the 2014 Budget and Eagen said it would not impact the budget, it impacts the purchasing process and the payment process. Eagen said that one question talks about meeting with the Finance Sub-Committee monthly and this would be one item that is discussed further.

Question No. 38: Birmingham asked about this question and if this could be a policy or not. Eagen said he is not sure exactly what is being asked here. "Has your municipality instituted a policy to not compensate employees for sick leave accumulated after a certain date?" Eagen said they could be referencing new hires or people not covered by contracts. Eagen said he used the comment box to reference the legislative update and pending bills regarding accumulated sick leave, the process of accrual and the process of payout. Eagen said that eventually there will be something addressing this topic.

Question No. 47: Birmingham commented that the Master Plan is already analyzed on a 5-year basis. Eagen said the Master Plan and Zoning ordinance is being worked on. Leach said that with regard to the flood zone maps, Elam has redone all the maps and submitted them into the County.

Question No. 15: Eagen advised that he received the draft of the 2012 audit and there are no reoccurring audit findings from 2011 to 2012.

Sanchelli thanked Eagen for his work.

Resolutions:

Resolution #13-76: Authorize Execution of Septic Deed of Easement (92-A)
For Block 153, Lot 10

Motion: Birmingham, second Merz

Mr. Dunham	Absent
Mrs. Merz	Aye
Mr. Birmingham	Aye
Vice President Sanchelli	Aye
President Yocum	Absent

Resolution #13-77: Approval of Bills (92-B)

Motion: Merz, second Birmingham

Mr. Dunham	Absent
Mrs. Merz	Aye
Mr. Birmingham	Aye
Vice President Sanchelli	Aye
President Yocum	Absent

Resolution #13-78: Authorize Passage of Consent Agenda (92-C)

Motion: Birmingham, second Sanchelli

Mr. Dunham	Absent
Mrs. Merz	Aye
Mr. Birmingham	Aye
Vice President Sanchelli	Aye
President Yocum	Absent

Miscellaneous/Public Portion

No one came forward.

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Township Attorney Lawrence Cohen left the meeting at 7:49 p.m.

Presentation: Project Stay Gold – “Not On Our Turf” Awareness Campaign Against Human Trafficking

Mrs. Ciliento and Mr. Papa came forward with students from the Jefferson Township High School; Mattie McConnon, Chris Cuervo and Sean Delanoy. Each student presented a portion of the Stay Gold Campaign Against Human Trafficking. The Council congratulated the students on their hard work and offered assistance in spreading their campaign. This Program will be placed on the October 23, 2013 Agenda for a full presentation.

Adjournment at 8:11 p.m.

Motion: Merz, second Birmingham

Mr. Dunham	Absent
Mrs. Merz	Aye
Mr. Birmingham	Aye
Vice President Sanchelli	Aye
President Yocum	Absent

Dated: October 2, 2013

Attested:

Approved:

Lori Harvin, Township Clerk

Richard W. Yocum, Council President