

**JEFFERSON TOWNSHIP COUNCIL**  
MUNICIPAL BUILDING  
1033 WELDON ROAD  
LAKE HOPATCONG, NJ 07849  
973-208-6133  
[www.jeffersontownship.net](http://www.jeffersontownship.net)

**Regular Meeting  
October 19, 2016**

**MINUTES**

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**1. CALL TO ORDER**

This meeting is being held in compliance with Public Law 1975, Chapter 231, Sections 4 and 13, as notice of this meeting and the agenda thereof had been reported to the official newspapers of the Township on **October 13, 2016** and posted in the municipal building.

Council President Sanchelli called the meeting to order at 7:00 pm in the municipal building.

**2. ROLL CALL**

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

Ms. Reilly called the roll. All Council members were present. Also in attendance were Township Attorney Larry Cohen, Mayor Russell Felter, Township Administrator James Leach and Chief Financial Officer Bill Eagen.

**3. SALUTE TO THE FLAG**

Council President Sanchelli led the flag salute.

**4. PUBLIC COMMENT**

Council President Sanchelli opened the public comment portion of the meeting with the consent of the Council and asked speakers to state their name and address for the record.

Anne Augustyn – 41 Padereweski

Ms. Augustyn said the recent bear hunt had upset her and she urged the Council to support the proposed Senate Bill which would ban bear hunting for five (5) years, require the development of a plan for non-lethal bear control and prohibit the practice of baiting.

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

**5. COUNCIL REPORTS**

Mr. Birmingham said he attended the Blue Star ceremony. He thanked Mayor Felter for hosting, Mr. Dunham for participating and the band and chorus for their contributions to the program. Mr. Birmingham mentioned that he was unable to attend the Library Board meeting but understood that the Board was unhappy with the amount of funding they are receiving from the Township, even though the funding is set based on a State formula.

Mrs. Finnegan reported that she attended the Recreation Advisory Committee meeting yesterday and was happy to see that they are looking into implementing a background check program. She said the Animal Shelter held another open house and pet adoption and signs had been placed to advertise the event.

Mr. Dunham stated that he had attended the Planning Board meeting, a very productive Personnel Subcommittee meeting, and a half-day conference on contract negotiating. He also attended the Blue Star Ceremony, and he thanked the Mayor for an outstanding job emceeding. He thanked the High School for hosting, the band and choral group for participating, and Mr. Birmingham for attending. Mr. Dunham mentioned that Senator Pennachio was in attendance at the event, along with Assemblywoman DeCroce and approximately one hundred thirty (130) other individuals. He said the cost of the event was borne by the Blue Star Committee and that no taxpayer dollars were used to fund this function.

Mr. Dunham said he attended a Cub Scout meeting last Friday night and discussed the role and responsibilities of an elected official and the Township Council. He said he presented the nine (9) year old Scouts with town pins. He thanked the Scouts for inviting him.

Mr. Dunham mentioned that he had attended the Library Board meeting and the Board was struggling to plan for the future due to revenue issues. He said the canopy project was proceeding and they were waiting on the roof materials to arrive. Mr. Dunham said Board Member Donna DeGennaro had resigned and that Mayor Felter would be appointing a new Board Member shortly. Mayor Felter said he thought he would make an appointment at the next Council meeting.

Mr. Dunham and Council Vice President Merz reported attending a Finance Subcommittee meeting tonight along with Mr. Leach, Mr. Eagen, and John Schultz and Troy Hackett from the Department of Public Works (DPW). Council Vice President Merz said it was nice to have Mr. Schultz and Mr. Hackett in attendance at tonight’s meeting and said the Council was deeply appreciative of their efforts to keep the Department on task and on budget. She asked them to relay the Council’s thanks to the rest of the Department.

Council Vice President Merz announced the following events: Teen Scene Event Friday night, Fall Festival and Haunted House on Saturday, October 22<sup>nd</sup>, Halloween Parade on October 31<sup>st</sup> at the Milton Firehouse at 6:30 pm, and the second Board of Education Strategic Planning meeting tomorrow night, October 20<sup>th</sup>.

Council Vice President Merz also reminded those in attendance of the October 25<sup>th</sup> event on Opiate Addiction, with featured speaker Brad Seabury and sponsored by Mayor Felter, the County Prosecutor’s Office and the Municipal Alliance. She said the event will begin at 7:00 pm at the Middle School.

Mrs. Finnegan said the fall festival organizers were seeking volunteers for the hayrides.

Council President Sanchelli thanked Mr. Schultz and Mr. Hackett for the overall improvements in the Department and for the amount of work the Department had accomplished in the Township. He said the residents can see the results of this hard work and he commended them and the DPW staff.

Council President Sanchelli reported attending the Senior Lunch sponsored by the Mayor at Camp Jefferson, and a fireboat demonstration on Columbus Day with Mr. Leach. He reminded those in attendance that the Haunted House has a scary and non-scary event. He also announced that Eric LeGrande will be speaking tomorrow at Jefferson High School.

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

Mayor Felter asked Mr. Schultz and Mr. Hackett to give the Council a five (5) minute update on the Department of Public Works. Mr. Schultz said that the DPW has made huge strides in road patching and cleaning catch basins. He said that the DPW had replaced the camp water main, which was a major project, and that the Department is focusing on improving communications to the public/residents and on ensuring the safety of the DPW employees. He mentioned that the DPW is also trying to get the Township generators up to speed and is putting an outlet at Health Center in case a generator is needed at that location. Mr. Hackett stated that morale had improved. Mr. Schultz reported that the new equipment is great and that the Council had given the DPW the tools to do their job.

Mayor Felter reminded those in attendance about the DEP meeting tomorrow and he said it was likely that a drought watch would be issued. He said the Lake is down eighteen to nineteen (18-19) inches already.

Mayor Felter mentioned that he hoped to have good attendance at the opiate/heroin forum next week and asked everyone to spread the word. He said the presentation is fabulous and that he wants Jefferson to do its part to keep the conversation going about this disease and also to combat the misinformation that abounds.

Mayor Felter presented his two (2) appointments effective today, with the advice and consent of Council:

- **Ed Haack as the Township Engineer, for a three (3) year term per N.J.S.A. 40A:9-140, expiring 10/18/19**  
Mayor Felter stated that Mr. Haack’s firm had a contract with the Township for engineering services.

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

- **James Leach as the DPW Director, for the term of the Mayor, expiring 12/31/18**  
Mayor Felter stated that Mr. Leach would receive no additional compensation for this appointment/position.

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

Mr. Dunham asked Mayor Felter what plans Jefferson Township had in place to conserve water once the drought watch had been issued. Mr. Leach said there is an Ordinance which allows the Mayor to issue Executive Orders regarding water conservation for the municipal water system. He stated that Utility Director Rich Tuttle monitors the wells and that he will be attending the DEP meeting.

Mr. Leach said he had attending the demonstration on the fireboat and that it was an amazing piece of equipment, with sonar and heat sensors and incredible stability. He explained that the fireboat is typically used more often for rescue situations than for fighting fires. In response to comments made by Mr. Birmingham, Mr. Leach said that he had reached out to the surrounding municipalities regarding contributing to the cost of the fireboat. Mr. Leach mentioned that he had one more municipality to contact and then he expected to host a meeting with all the municipalities involved.

Mr. Leach reviewed Engineer Ed Haack's monthly progress report with the Council.

**7. NEW BUSINESS**

- **December 7<sup>th</sup> – start meeting at 6:00 pm**

Motion made by Council Vice President Merz to change the start time of the December 7<sup>th</sup> meeting to 6:00 pm, second by Councilman Dunham, with all members in favor signifying by "Aye".

- **Best Practices Review**

CFO Bill Eagen gave an overview of the Best Practices questionnaire. He said that this year there were thirty (30) questions instead of fifty (50) and that the Township needed a minimum score in order to qualify for state aid. Mr. Eagen said he was pleased to report that the Township had answered "yes" to twenty-eight (28) questions and therefore had a score of ninety-three percent (93%).

Mr. Eagen reviewed the questions that the Township had answered with a "no". Regarding Question #12, Mr. Eagen said the Township was at the end of the Auditor's cycle and therefore the Township audit had not been completed within the first six (6) months of the year. Mr. Leach said the "no" answer had nothing to do with preparedness, and that the Township had been fully prepared for the audit. Mr. Eagen stated that he had discussions with the auditor and that the Township had been moved up on the auditor's schedule.

Regarding Question #22, Mr. Eagen said that due to the continuity and longevity in the Governing Body, several of the elected officials were grandfathered from the May, 2010 changes in eligibility for healthcare and were entitled to receive healthcare benefits from the Township. He stated that because the Township provided benefits as allowed under the grandfathering clause, a "no" answer was required.

Mr. Eagen reminded the Council that the Best Practices were not necessarily statutory. He said he will be submitting the questionnaire by Friday, as required, and a copy of the Best Practices questionnaire would be available to the public on the website. Council Vice President Merz said the Finance Subcommittee had reviewed the questions and answers with Mr. Eagen. The Council thanked Mr. Eagen for his efforts.

- **Utilities Advisory Board**

Mr. Dunham read the memo prepared by the Township Clerk after the Board's meeting on September 26<sup>th</sup>. He mentioned that he had attended the meeting and that the Board had recommended some changes to the Ordinance regarding its structure and meeting frequency. He stated that the Board would like to see its composition changed from eleven (11) members to eight (8) members as follows: Director of Township Utility Department (non-voting member), Council member (non-voting member), Township Business Administrator (non-voting member) and five (5) public members, three (3) of which are connected to Township water/sewer utilities (all voting members).

Mr. Dunham said the Board was also recommending changing the frequency of meetings from "at least every two (2) months at the Township Municipal Building" to holding a meeting quarterly as needed, but at least once a year.

The Council consensus was that these changes were acceptable and Council President Sanchelli instructed Mr. Cohen to prepare an Ordinance for introduction at the next meeting. Mr. Dunham thanked the Clerk for keeping the Board's minutes and for preparing the notes on the proposed Ordinance change.

- **Fee Ordinance & Fee Waivers**

Council President Sanchelli said that he expected to have a discussion regarding fees and fee waivers at the next Council meeting.

**8. RESOLUTIONS – Township Clerk**

Prior to the vote on the consent agenda, Mr. Birmingham requested Resolution 16-190, Resolution Authorizing Change Order No. 2 and Approving Current Estimate No. 3 – (Final) - Mike Fitzpatrick Equipment Co, Inc. for 2016 Road Paving Program-RDE-16-1 be considered separately from the Consent Agenda.

- **CONSENT AGENDA\* – Township Clerk**

**\*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.**

**\*MINUTES:**

**October 19, 2016**

**\*CONSENT AGENDA RESOLUTIONS:**

- 16-188 Resolution Authorizing the Approval of Bills
- 16-189 Resolution of the Township of Jefferson, County of Morris, State of New Jersey, to Authorize the Award of a Contract for the Bowling Green Parkway Improvements – RDE-16-6 to Mike Fitzpatrick Equipment Company
- 16-191 Resolution to Approve 2015 Corrective Action Plan
- 16-192 Resolution Authorizing the Amendment of Resolution 16-136, Authorizing Contracts with Certain Approved State and County Contract Vendors for Contracting Units – Firefighter One, LLC
- 16-193 Resolution Authorizing Contracts with Certain Approved State Contract Vendors for Contracting Units – Custom Bandag
- 16-194 Resolution Authorizing the Refund of Overpayment of Recreation Fees
- 16-195 Resolution Authorizing a Lease Agreement Between the Township of Jefferson and the Center for Addiction Recovery Education and Success ("CARES")
- 16-196 Resolution Authorizing the Refund of Overpayment(s) of Taxes
- 16-197 Resolution Authorizing the Purchase of Two Ambulances Through the Houston-Galveston Area Council (H-GAC) Cooperative

CONSENT AGENDA

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

\*Mr. Dunham abstained from voting on Purchase Orders #16-00548 and #16-02815, Headley Lumber and also from voting on Resolution #16-197, Resolution Authorizing the Purchase of Two Ambulances Through the Houston-Galveston Area Council (H-GAC) Cooperative

\*\*Mrs. Finnegan abstained from voting on Resolution #16-197, Resolution Authorizing the Purchase of Two Ambulances Through the Houston-Galveston Area Council (H-GAC) Cooperative

**16-190 Resolution Authorizing Change Order No. 2 and Approving Current Estimate No. 3 – (Final)  
 Mike Fitzpatrick Equipment Co, Inc. for 2016 Road Paving Program- RDE-16-1**

Mr. Birmingham stated that the resolution should contain verbiage citing the enabling legislation and the reasons for the change order. He also questioned whether the additional paving qualified as unforeseen circumstances.

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

**9. PUBLIC COMMENT – Presiding Officer  
 Please state your name and address for the record.**

Council President Sanchelli opened the public comment portion of the meeting with the consent of the Council and asked speakers to state their name and address for the record.

Anne Augustyn – 41 Padereweski  
 On behalf of the Milton Golden Age Club, Ms. Augustyn offered thanks to the Milton First Aid squad for the use of a wheelchair on one of their trips. In addition, she thanked the Police Department for keeping a close eye on the Milton School, which is where the Golden Age Club members had parked their cars. Finally, she stated that there were no longer any directional signs to the High School and Municipal Building at the intersection of Berkshire Valley Road and Dover Milton Road.

Mr. Leach said he will have the signs put up. Mayor Felter said he would like to see a street light placed at that intersection.

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

**10. ADJOURNMENT AT 8:00 PM**

Motion made by Council Vice President Merz, second by Mr. Dunham, to adjourn the meeting at 8:00 pm, with all members in favor signifying by “Aye”.

**ATTEST: October 19, 2016**

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 Michele Reilly, Township Clerk

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 Michael J. Sanchelli, Council President