

JEFFERSON TOWNSHIP COUNCIL

Budget/Regular Meeting

February 1, 2012

Municipal Building, Council Chambers

14

Roll Call

Present

Mr. Dunham

Mrs. Merz

Mr. Sanchelli

Mr. Birmingham

President Yocum

Township Attorney, Lawrence Cohen Arrived 7:00 p.m.

Lori Harvin, Township Clerk

Absent

Arrived 6:09 p.m.

Mrs. Harvin said, "Let the record show that Administrator James Leach and CFO, William Eagen are present.

Notice of Presiding Officer

President Yocum said, "This Budget/Regular Council meeting for February 1, 2012, commencing at 6:00 p.m. has been properly noticed in accordance with the Open Public Meetings Act by notice to the official newspapers of the Township on January 26, 2012."

Budget Meeting

2012 Municipal Budget

- **Salary & Wage**

Dunham reported that the Council Budget Committee met with the Administration to go over the Salary and Wage Budget and there are some raises above and beyond the contractual raises. Dunham said Administration has been asked to split raises given for change in position with half given this year and the other half next year. Leach detailed position changes.

Leach commented that the contractual raises this year were 2 percent and with the give back on the health benefits, it was 1 percent. Yocum asked the Administration for a report detailing the utilization of personnel, i.e., part-time to full time, retirements, positions being consolidated or not being replaced, along with the monetary compensation going along with each position. Merz said it would be helpful to see base salaries and increases that have been given beyond the contractually negotiated increases over the past 10 years.

Sanchelli commented that he prefers hearing from each Department Head because with a Council Committee meeting with Administration he does not feel informed. Yocum said that the Council will make a decision as to the scheduling of Department Heads for the next Budget Meetings. Yocum said that historically the Council has always had representation from the Police, Recreation, DPW/Utilities and Communications. Yocum added that if any Council member would like to request representation from any other Department, the option is open. Leach suggested that Elam be scheduled for the next meeting.

Capital Overview

- **Fire Truck & Emergency Vehicle Replacement**

Fire Company No. 1

Request: Tanker

Fire Company No. 2

Request: Pumper

\$375,000

Milton First Aid Squad

Request: Ambulance

\$165,000-\$170,000

Jefferson Rescue

Request: Ambulance

\$165,000-\$170,000

Leach said both fire departments will be scheduled for a Budget meeting. Sanchelli commented that a factfinding meeting was held previously and a report was received from the Chiefs with research on equipment. Yocum said that in previous years, there was a line item in the budget for the funding of the purchase of emergency vehicles. Eagen said that line item has not been funded in the past five years. Eagen said it is not a bad concept but the emergency vehicles in the past were bonded. Yocum said that a schedule has to be put in place to address funding these capital items. Yocum asked Leach for a status/inventory report of vehicles, the conditions, anticipated

JEFFERSON TOWNSHIP COUNCIL

Budget/Regular Meeting

February 1, 2012

Municipal Building, Council Chambers

15

date of replacement. Leach said he will obtain a report from the Fire Department not from each Fire Company. Yocum asked Sanchelli to schedule a Committee meeting with the Administration and the Fire Department on Truck Replacement.

Felter arrived at 6:48 p.m.

Birmingham commented that the Township has been lowering the debt structure for many years. It was over 1 percent and it is down to .5 percent now. Birmingham said that the Audit Report said the Township does not have a Debt Ratio Plan. Leach said that when the Town structures debt, the life of the debt is examined and larger payments are made in the years when the other debt drops off. Leach commented that the strategy has been to keep more cash in the Capital account.

Recess

The Council adjourned for recess at 6:55 p.m. and reconvened at 7:07 p.m. Felter did not return.

7:00 p.m. Regular Meeting

Appointment of Jefferson Township Rescue Squad Members

Monica Campagna, Jessica Puig and Jessica Skalecky

Yocum asked the new Rescue Squad members to come forward along with Chief Kathy Jacoby. Yocum administered the Oath of Office to Jessica Puig; Jessica Skalecky and Monica Campagna and presented each new member with a Certificate of Appreciation and a Township pin and pen.

New Business

- **Discussion: Moving School Election to November General Election**

Dora Zeno, Business Administration came forward along with representatives from the Jefferson Township Board of Education, Frank Cuccio and Michael Stewart. Cuccio

Cuccio urged the Council to adopt the Resolution moving the School Election to November. Cuccio said that historically the turnout for the School Election has been very low. By coupling the elections there is a likelihood of greater community involvement. Moving the election will also save the School District about \$16,500 for the cost of a separate election. Cuccio said that if the School Board proposes a Budget under the 2 percent cap or less, the community loses the opportunity to vote on Budget. A 2 percent cap is at or below the cost of inflation.

Stewart said he agrees with Cuccio. Stewart said that last year there was no increase in the Budget and a 2 percent increase is minimal. The Resolution will encourage Boards of Education to keep their Budget increases at 2 percent or less.

Sanchelli said the public will continue to have a voice in the Board during the election of the members.

Merz said she asked to have this placed on the Agenda because she felt so strongly about it after a review of the information. Merz said this is a huge cost savings for the entire Township. Merz said that the low voter turnout does not always reflect how people feel about the school system, the Budget and the School Board members that are up for election. The voters will take a more active role in what is being placed before them on the November ballot.

Birmingham said there will be increased voter participation. Birmingham said that a number of School Boards have already done this. Birmingham commented that this will be a cost savings and the 2 percent should be the highest number of increase when State Aid is factored in.

Dunham said that he is in favor of anything that lowers cost.

JEFFERSON TOWNSHIP COUNCIL

Budget/Regular Meeting

February 1, 2012

Municipal Building, Council Chambers

16

Yocum said he is not sure why it has taken so long for this to be done. Yocum commented that he has worked on Budgets from the School Board and the Council side. When the Budget is rejected by the voters, in many districts it drives a wedge between groups of people, when the main objective should be to get the best education for the children of the district. Yocum commented that during the School Board's Budget process, the public will need to be more involved in expressing their opinion on what is being done with their tax dollars. Yocum said that the Board over the last several years has shown a willingness to keep the number down and under the 2 percent cap.

Resolution:

Resolution #12-18: Resolution Establishing the Election of Members of the Jefferson Township Board of Education as the First Tuesday after the First Monday in November

(16-A)

Motion: Merz, second Sanchelli

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

Library Board of Trustees Report

(16-B)

Seth Stephens, Library Director, and Michael Stewart of the Library Board of Trustees came forward. Stewart presented the Annual Report of the Library Board to the Council. Stewart thanked the Library Liaisons for attending the meetings of the Board. Stewart commented that over time the Library has lost staff through retirements, however, hours have been maintained with decreased staff. Building maintenance continues along with plans for the installation of a generator. Sanchelli asked about the installation of the fire suppression system. Stephens said the fire suppression systems are being investigated. Merz thanked Stephens for the monthly updates and the Annual Report. Merz said the growth and plans seem to be in line with the trends. Birmingham said that the Library is under the same constraints as the Township and the School Board. Birmingham said he is impressed with the increase on their website. Birmingham said there is an increase in the volume of people that enter the Library each month and an increase in the service. Dunham thanked Stephens for running a clean, safe, friendly place for the residents. Yocum said that the Library and Stephens has always kept focus on servicing the people of the Township, developing new and innovative programs, and they have done an outstanding job. The Library has reached out to the community and made the Library a community center. Yocum said he has never had someone tell him that they have had a bad experience in that building.

Approval of Minutes of Previous Meeting

January 18, 2012	Regular Meeting	All Members Present
January 18, 2012	Executive Session	All Members Present

Motion: Sanchelli, second Dunham

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

Public Hearing Upon Adoption For Ordinances on Second Reading and Final Hearing:

ORDINANCE 2-12: ORDINANCE AMENDING CHAPTER 7 OF THE JEFFERSON TOWNSHIP MUNICIPAL CODE ENTITLED "ADMINISTRATION OF GOVERNMENT" AND MORE PARTICULARLY SECTION 7-124 ENTITLED "WATER RATES; SERVICE FEES; CAPACITY CHARGES" IS OFFERED FOR ADOPTION ON SECOND READING AND FINAL HEARING

JEFFERSON TOWNSHIP COUNCIL

Budget/Regular Meeting

February 1, 2012

Municipal Building, Council Chambers

17

Yocum opened the meeting up to the public for questions and comments specific to proposed Ordinance 2-12 and seeing no one come forward, he closed the public portion of the meeting.

Motion: Merz, second Sanchelli

Dunham asked the Administration about the amendment to the Utility Water Rates. Leach said he will speak with Eagen and this will be done this year. Leach asked to have this placed on the Agenda for February 22.

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

Council Reports

Birmingham reported that he attended the installation of Officers for Jefferson Rescue Squad. Birmingham said he spoke with Eagen and the town does do the Debt Ratio Plan. Next year it will be recognized in the Audit Report. The Town has a double A rating.

Birmingham reported that he is in touch with a company that will handle the pick up of small appliances that contain Freon. Birmingham said he will pass the information along to Leach.

Dunham congratulated the Administration and Council on the great Standard & Poors rating. Dunham congratulated the Administration and Council on the Agreement with the Lake Swannanoa Homeowners' Association. Dunham thanked the Administration for the cooperation and work on the Budget.

Merz reported that she attended the installation dinners for the Fire Company and the Rescue Squad and she wishes those new Officers well. Merz asked if the request from the Historical Society for the Township to take ownership of the "Norman General Store" property located at 1 Schoolhouse Road is going to be placed on an Agenda for discussion. Yocum said he has asked the Administration to do some research on what the yearly maintenance fees would be so the Council will have that information during a discussion. Yocum asked that this item be placed on the Agenda for February 22.

Merz commented that previously there were 5, 10 year budget plans. Merz asked for 5 to 10 year plans where there will be growth or change to follow through during the Budget process. Yocum asked for plans in the areas of Recreation, Public Works, Police, Emergency Services (Fire and EMS), Communications and Technology.

Sanchelli reported that he also attended the installation dinners. Sanchelli commented on the installation of a guardrail on Espanong Road that is the site of multiple accidents.

Administrative Reports of Mayor and Administrator

No report this evening.

Miscellaneous/Public Portion

Yocum opened the meeting to the public for questions or comments.

Dan Coley of Jet Vac, Inc. came forward and said the Award of Bid for the sewer cleaner is on the Consent Agenda this evening in the amount of \$365,959. Coley said that Jet Vac was the low bid on this project and his company made a request to demonstrate their product side by side with the product that was specified. Coley said that request was not answered. Coley asked the Council to hold off on the Award of Bid

JEFFERSON TOWNSHIP COUNCIL

Budget/Regular Meeting

February 1, 2012

Municipal Building, Council Chambers

18

and give Jet Vac consideration since the company is the low bidder, a local business and has a history of providing services to the Township through rentals. Cohen said Elam has prepared a report detailing a comparison of the various units and it will be available. Yocum asked Council to pull this item and move it to the February 22 Agenda to give Mr. Coley and his company the correct amount of time to view and respond to the comments in Elam's report.

Kraitz of 31 Sleepy Hollow came forward and said he has a comment and complaint concerning the 2012 Dog License Renewal Procedure. Dog Licenses must be renewed within the month of January, except if the rabies vaccine expires between January and November 1 of this year. Kraitz said, if the license is not renewed during the month of January, a late fee is paid. Leach explained that State Statute requires the renewal of dog licenses on an annual basis. The State Statute requires that when the license is renewed, the rabies vaccination must be valid for 10 months. Leach said he will provide Kraitz with the Statute information.

Yocum closed the public portion of the meeting.

New Business

Electronic Tax Search Fee: Request for Amendment to Ordinance

Cohen explained that a memo was received from Dale regarding a request for Amendment to the Electronic Tax Search Fee. Yocum commented that the current Ordinance does not have a time frequency specified in it. Yocum asked Cohen to speak with Dale about the Amendment to the Ordinance.

Discussion: Camp Jefferson Improvements – Ropes Course

Rhinesmith came forward and Leach distributed photographs of a similar tower located in Allamuchy. Leach explained that the ropes are tied up and the bottom 12 feet of cleats snap off when the tower is not in use. Merz asked what other camps in Morris, Sussex, Passaic and Warren are equipped with this type of Course. Rhinesmith said that Ropes Courses are more common in Boy & Girl Scout Camps and at Stokes State Forest. Leach said the Courses are used for team building exercises. Merz asked about the price and Rhinesmith said it is close to \$30,000. Leach said it is non-appropriated funds out of the money from the Day Camp. Rhinesmith said that this is Phase 2 of the 3-Phase Project that was presented in 2005. Merz asked if this is specifically for use by the Summer Day Camp. Rhinesmith said that once it is established and the staff is trained, she would like to put it out for use by the Police, the Scouts, the School System. Merz asked about liability and if this is covered by the current policy. Leach said it is covered under general liability. Leach said it cannot be used unless there is a trained employee or volunteer to supervise. Yocum said he has a concern about aesthetics and he asked the Administration to consider the neighbors when considering the placement of the tower. Yocum asked the Administration and Rhinesmith for assurance that the tower will not be placed in a location where it is in the direct line of view of neighboring properties. The Council suggested notification to the neighboring properties. Leach said the specs will be prepared and he will have the Rec Department locate a site and run up a balloon on a 40 foot rope for viewing. Sanchelli asked that the Council's Camp Jefferson Committee be included on the site approval. Yocum commented that when the site is being selected, perhaps Recreation Funds can be used to develop an access road to alleviate site conflicts with neighbors.

Ordinances for First Reading:

ORDINANCE #3-12: ORDINANCE AUTHORIZING A LEASE AGREEMENT BETWEEN NEW JERSEY STATE POLICE BENEVOLENT ASSOCIATION, LOCAL 190, INC. AND THE TOWNSHIP OF JEFFERSON FOR A BUILDING LOCATED ON TOWNSHIP MUNICIPAL PROPERTY IS OFFERED FOR ADOPTION ON FIRST READING WITH SECOND READING AND FINAL HEARING SCHEDULED FOR FEBRUARY 22, 2012

Motion: Merz, second Dunham

JEFFERSON TOWNSHIP COUNCIL

Budget/Regular Meeting

February 1, 2012

19

Municipal Building, Council Chambers

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

Resolutions

Resolution #12-15: Approval of Bills (19-A)
PO 11-04531 removed

Motion: Merz, second Birmingham

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

Motion: Purchase Order No. 11-04531 (Headley Lumber)

Motion: Merz, second Sanchelli

Mr. Dunham	Not Voting
Mr. Sanchelli	Aye
Mr. Birmingham	Aye
Vice President Merz	Aye
President Yocum	Aye

Resolution #12-16: Authorize Passage of Consent Agenda (19-B)
Item No. 1 Pulled

Motion: Birmingham, second Yocum

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

Resolution #12-17: Extension of Liquor License to Executor, Craig Wilson, (19-C)
For Liquor License 1414-33-022-005, Topsy Toms Tavern, LLC

Motion: Merz, second Birmingham

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

Resolution #12-19: Resolution Authorizing Execution of Corrective Deed (19-D)

Motion: Birmingham, second Yocum

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

Miscellaneous/Public Portion

No one came forward.

Resolution #12-20: Executive Session: Personnel – Negotiations (19-E)

Motion: Merz, second Sanchelli

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

JEFFERSON TOWNSHIP COUNCIL

Budget/Regular Meeting

February 1, 2012

Municipal Building, Council Chambers

20

Recess

Council Adjourned into Executive Session at 8:48 p.m. and reconvened into Open Session at 9:07 p.m.

Adjournment at 9:08 p.m.

Motion: Merz, second Dunham	
Mr. Dunham	Aye
Mr. Sanchelli	Aye
Mr. Birmingham	Aye
Vice President Merz	Aye
President Yocum	Aye

Dated: February 1, 2012

Attested:

Approved:

Lori Harvin, Township Clerk

Debi Merz, Council Vice President