

JEFFERSON TOWNSHIP COUNCIL

Budget/Regular Meeting

February 27, 2013

Municipal Building, Council Chambers

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Roll Call

Present

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

Absent

Arrived 7:00 p.m.

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

Notice of Presiding Officer

President Yocum said, "This Budget/Regular Council meeting for February 27, 2013, 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 February 21, 2013."

Budget Meeting

Capital Budget

Communications/Technology

Tax Assessor, Shawn Hopkins; Captain Eric Wilsusen; Sgt. Castimore; and Detective Kratzel via computer conference. Wilsusen reviewed the Capital Communications requests:

Communications Equip- Various Departments	\$43,000.00
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Wilsusen said there is a request from the Milton First Aid Squad for their new Ambulance for new radios:	\$ 2,000.00
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Wilsusen said the next request is for Police Computer Equipment which is up significantly because Det. Kratzel would like to purchase additional mobile computers for patrol vehicles. Over the last couple years, 2 have been purchased and 4 should have been purchased. Kratzel is requesting the purchase of 6 mobile computers this year and they are \$4,700 each.

Police Computer Equipment Request	\$60,600.00
Mobile Car Computers 6 @ \$4,700	\$28,200.00
Dell Computer Replacement 6 @ \$900.00	\$ 5,400.00
Municipal Computer	\$50,000.00
Last Payment of Virtualization Plan	\$19,000.00
New 911 Terminal	\$25,000.00

Yocum asked about the continued replacement plan for the Police mobile computers. Kratzel said once they catch up, the plan is 2 per year.

Hopkins explained the upgrades that he has maintained to the system. Hopkins said that with the Certified Archives Records Management System, the copies have to be at least five miles away from the primary source. Hopkins said that the data is backed up to tape and brought to the safety deposit box. With the upgrades to the Health Center at Minnisink Road, virtualized backups can be done there. Hopkins said that with Superstorm Sandy, the data was safe, however, accessing the data was a problem because of the internet access. Hopkins said they are looking into mobile technology now because the cell towers were still up.

Wilsusen said that the contract the Council approved two years ago with Verizon for a cell tower near public works may happen. Leach said Lucas Electric was here doing test borings.

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Birmingham asked about the security of the Township's system. Hopkins said the Town has joined an organization through Homeland Security and the State which is a multi-state information sharing center. Hopkins said that they receive constant information and warnings about cyber-threats. Hopkins said monitoring is provided and the town can request penetration analysis. Wilsusen said that Kratzel just attended a seminar on security and reviewed practices and password security. Hopkins said with the current status of cyber-threats, it is extremely difficult to avoid being compromised at some point. Hopkins said that the information received states that 100 percent of all hacking or data breaches occur with real credentials.

Yocum asked Hopkins how comfortable he is with the training level on the Municipal side of the building with the technology that is being provided. Hopkins said that he has been doing a lot of work behind the scenes on infrastructure but in the next few months he will be rolling out new projects that will require user training. There will also be a big jump in efficiency with document access, etc. Yocum said he would just like to see a training schedule so that people are comfortable and there is efficiency. Leach said that all around the building there is less support staff and that is possible because of technology. Hopkins said that over the years various training programs have been implemented; outside training, bringing courses to the building; training the trainer. There is diversity and changing of job responsibilities so nothing has worked very well for long.

Dunham asked about the \$19,000. Wilsusen said the \$19,000 is from the Police Virtualization and it is the last payment. Dunham reviewed the total for Communications:

Communications	\$172,600.00
+12,500.00 Capital Request	
	\$185,100.00

Dunham asked about the Municipal Request of \$50,000 and if that includes the mobile technology to remedy the problem of redundancy. Hopkins said that is included in the \$50,000. Dunham asked if this can be split with \$30,000 this year and \$20,000 next year. Hopkins said that was discussed. Dunham asked if that would get Hopkins through the Wireless portion. Hopkins said yes.

Merz said that specific training was talked about at the Budget Committee meeting. This training would be of the utmost help for the use of all the technology to the maximum benefit. The number talked about was \$15,000 and that is not in here now. This would pay for everyone to go off and have the knowledge to function at the maximum level.

Eagen said that Communications has a Capital and an Operating component. Training would be the operating component. Yocum asked Wilsusen and Hopkins to place a yearly training component in the budget.

Dunham asked what the next step is for the Virtualization Plan. Wilsusen said the Plan is software and hardware upgrades.

Eagen advised:

911 Upgrade is being spread out: \$12,500.00

No Interest Lease, contract expiring May 1 so this may need to be approved before the regular budget process. Eagen said he put the \$12,500 in the Temporary Budget Amendment in the Capital Improvement Fund for that item if it is approved.

Dunham asked if the bottom line number is \$165,100.00 and Eagen said yes.

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Recreation

Security Camera Systems \$22,000.00

Grace Rhinesmith and Sgt Castimore came forward. Castimore presented a proposal for a security camera system by SW24 which is a company out of Moonachie. Castimore said they are investigating mobile cameras to be used in the municipal parks. There is a problem with drug paraphernalia and vandalism in the public parks. The camera can be placed in any of the areas where a problem is occurring and it can be monitored on a smart phone or at the dispatch desk. Castimore explained that a demonstration was done at Chamberlain field with a picture streamed to Police headquarters. Rhinesmith said the cameras will help protect the parks and will also help with accountability because someone will have to pay the replacement costs due to vandalism.

Yocum asked Castimore who would be in care, custody and control of the cameras. Castimore said the Police Department. Yocum asked if these will only be in use on Township Recreational Property. Yocum said he would like a list of exactly what the camera use will be restricted to. Castimore said the sole intent has been for drug enforcement and to stop vandalism.

Chief Craig entered the meeting at 6:47 p.m. Craig said that he will have the Policy run by the Morris County Prosecutor's Office to find out what the legal restrictions are with regard to surveillance and issues with sound. Craig said he will obtain model policies to ensure that the Township is in compliance with all legalities. Craig said any implementation would have to be strictly defined by Police Policy. Craig said that the Police have been in some meetings with the Mayor, community groups and Recreation trying to put together a plan on how to enforce, deter and prevent drug use and abuse in the town. The parks are a place where remnants and contraband are being found.

Yocum said that the Budget Committee had some discussion about this item. Yocum said he would like to see one camera for each side of town, however, what does the Council feel. Merz asked Castimore if he has quotes from other companies. Castimore said he just has a price from SW24. Leach said it will either have to be a State contractor or it will have to be bid at that amount. Sanchelli said he is okay with 2 cameras and he would like to see the program expanded eventually. Merz asked if there is a Maintenance component associated with this. Castimore said there is a Service Contract which is a one-time fee and software licensing all included.

Birmingham asked if there is the possibility for multiple hook-up locations for the camera. Yocum said it would be a good idea to have six boxes mounted and the camera is only located in 2 locations. Yocum said he would like to see a quote for the blank boxes.

Eagen said that there is a consensus to keep the \$22,000 with possible amendment for the blank boxes.

Recess

The Council adjourned for Recess at 6:56 p.m. and reconvened into the Regular meeting at 7:07 p.m.

Regular Meeting

Proclamation & Resolution for Eagle Scout: Michael Thomas Staples

Michael Thomas Staples came forward along with his parents. Mayor Felter presented the Proclamation congratulating Michael on the achievement of his Eagle Scout award. Council President Yocum read the Resolution commending Michael recognizing him on his Eagle Scout award. Yocum presented Michael with a Township pin and pen. Michael received individual congratulations from the Council members.

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Swearing-In Ceremony of New Police Officers: William Carroll and Timothy Hecht

Chief Craig said he would like to formally express the condolences of the Police Department to Mrs. Merz for the loss of Hank Merz.

Chief Craig thanked the Mayor and Council for their continued support in allowing them to hire these two new officers.

Chief Craig asked Officer William Carroll to come forward. Craig presented Carroll's biography. Mayor Felter administered the Oath of Office to Officer Carroll while Officer Carroll's parents Pat and Phil and his wife Diane held the Bible. Officer Carroll was congratulated by the Council.

Chief Craig asked Officer Timothy Hecht to come forward. Craig presented Hecht's biography. Mayor Felter administered the Oath of Office to Officer Hecht while his wife Nicole held the Bible. Officer Hecht was congratulated by the Council.

Swearing In New Members of Jefferson Township Rescue Squad: Christina Garcia and Sal Jensen

Mayor Felter asked the new Jefferson Township Rescue Squad members, Christine Garcia and Sal Jensen to come forward along with Chief Wood. Felter administered the Oath of Office to Christina Garcia and President Yocum presented her with a Jefferson Township Certificate of Appreciation and a Township pin and pen. Felter administered the Oath of Office to Sal Jensen and President Yocum presented him with a Jefferson Township Certificate of Appreciation and a Township pin and pen.

Recess

The Council adjourned for Recess at 7:30 p.m. and reconvened at 7:45 p.m.

Approval of Minutes of Previous Meetings

- **February 6, 2013** **Budget/Regular** **All Members Present**
 Motion: Dunham, second Sanchelli
 Mr. Dunham Aye
 Mrs. Merz Aye
 Mr. Birmingham Aye
 Vice President Sanchelli Aye
 President Yocum Aye

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

Ordinance #1-13: Ordinance Vacating A Portion of "Old Heller's Lane" in the Township of Jefferson, County of Morris and State of New Jersey is offered for adoption on second reading and final hearing.

Yocum opened the meeting up to the public for questions and comments specific to Ordinance 1-13.

Steve Shaw of Mountain Lakes came forward and said he is the Managing Member of Route 15 Properties and Shaw Built Homes. Shaw said that this project took place over 7 years. Shaw said he feels it is a project that they can all be proud of. Over the course of the project he had to work with every department in the Township and he would like to pass along that Jefferson has extremely professional, courteous and helpful personnel. Shaw said it was a pleasure to work with all the personnel in all the departments. Shaw thanked everyone and said he looks forward to being able to complete phase 2. Felter said that Mr. Shaw did a great job and hopefully he will be able to continue with his work. Yocum said he appreciates Shaw sharing his comments with the Council.

Motion: Merz, second Sanchelli

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

Motion: Approve Consent Agenda Item #2:

Authorize Release of Escrow Inspection Fees from Account #50155 of Shaw Built Homes, LLC/Route 15 Properties for the development of the Quick Chek in the amount of \$5,838.69

Motion: Birmingham, second Yocum

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

Miscellaneous/Public Portion

No one came forward.

Council Reports

MOTION: Change Start Time of April 3, 2013 Meeting from 7:00 p.m. to 8:00 p.m.

Motion: Birmingham, second Yocum

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

Birmingham reported that the Morris County League meeting on February 20 had a nice turnout with about 80 people in attendance. The Executive Vice President, Michael Darcy, for the State League spoke on the State of the State in particular about the State Excise tax which is collected from every municipality. The League is trying to ensure that it is put back in the municipal coffers as it was originally set up. The State is supposed to take a small portion for handling fees and then give the remainder back to the municipalities but they are taking more and more every year. Darcy also spoke about the bills to clarify the law regarding payment of the Verizon BPP tax which the Council has on its Agenda tonight. Birmingham said that there are only 2 towns that have done the energy aggregation and Jefferson saved \$180,000 by going out to bid for the energy usage. After last week's meeting, several towns asked Eagen for information on the process. Birmingham said a representative was present from Morris County Tourism. Next year the Superbowl will be big for Morris County and all hotels are booked. More people will be coming in earlier and staying longer because of possible snow dates. The next dates for the Morris County League meetings are April 3 and May 29.

Dunham said he was able to go over the DPW to see the 2 Kenworth single axle vehicles that were purchased and they look like a big plus for the town. Dunham said he feels that with the interest rates at this time, now is a good time for purchase of the police vehicles, DPW and parks equipment that is needed. Dunham said the Administration has come up with some plans and in addition to equipment, road inventories and drainage projects, the town is headed in a good direction versus some other towns that cannot even respond to 911 calls. Dunham said he is glad to see that Jefferson is able to maintain the police force when other towns are laying off police. It is a credit and needed safety and security for the citizens.

Dunham said he was able to attend the service for Hank Merz and it is a tribute to the Merz Family and to Debi and Hank, the number of people who had respect for the Merz family and who shared their loss.

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Sanchelli said he also attended the memorial for Hank Merz and it was a wonderful tribute to a good man. There were so many people there.

Sanchelli said the work on the power lines and towers next to his house is progressing. The work crews are very considerate and professional.

Dunham said that Sanchelli just helped spearhead and ratify a new Police Contract for four years. Dunham said he believes it is a very fair and respectable contract. Yocum said he would like to thank Vice President Sanchelli and Councilman Dunham for their efforts and it was an outstanding and fair job for both sides.

Merz said she would like to thank the Administration, both Jim and Russ; the Police Department; and her fellow Councilmembers. Tomorrow would have been Hank's 61st birthday.

Administrative Reports of Mayor and Administrator

Felter commented on the large turnout for Hank's Celebration and said Debi has the support of the Township.

Leach said he would also like to publicly share his condolences. Leach said he has known the Merz family all his life and Hank has been a long time friend and co-worker. He will truly be missed.

Leach said the Police Management Contract mirrors the PBA contract. The contract was given to the Clerk this evening and if the Council is in agreement it will be on the next Agenda with a formal Resolution. Yocum polled the Council and all were in agreement. Leach said this is the first time Jefferson has had a four year labor contract. Leach said he appreciates all the help from Sanchelli and Dunham.

Leach said Jefferson Township Rescue Squad is now connected to the Township Water Utility. If the Council is in Agreement, a Resolution can be drawn up for the next meeting exempting them from the water bill because of the service that they supply to the town. The Council was in agreement.

Ordinance for First Reading:

ORDINANCE #2-13: ORDINANCE AMENDING ARTICLE 7 OF THE JEFFERSON TOWNSHIP MUNICIPAL CODE ENTITLED "ADMINISTRATION OF GOVERNMENT" AND MORE PARTICULARLY SUBSECTION 7-37 ENTITLED "DIVISION OF POLICE" IS OFFERED FOR ADOPTION ON FIRST READING WITH SECOND READING AND FINAL HEARING SCHEDULED FOR MARCH 20, 2013

Resolutions

Resolution #13-12: Temporary Budget Amendment

(21-A)

Motion: Sanchelli, second Dunham

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

Resolution #13-13: Appropriation Transfer

(21-B)

Motion: Birmingham, second Dunham

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

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Resolution #13-14: Approval of Bills List of 2-15-13 **(22-A)**

Motion: Merz, second Sanchelli

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

Resolution #13-15: Approval of Bills List of 2-27-13 **(22-B)**

Motion: Dunham, second Birmingham

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

Resolution #13-16: Authorize Passage of Consent Agenda **(22-C)**

Motion: Birmingham, second Dunham

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

Resolution #13-17: Authorizing Mayor and Administrator to Execute a
A Memorandum of Agreement Between the Township of Jefferson
And PBA Local 190, January 1, 2013 through December 31, 2016 **(22-D)**

Motion: Merz, second Sanchelli

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

Miscellaneous/Public Portion

No one came forward.

Adjournment at 8:08 p.m.

Motion: Yocum, second Dunham

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

Dated: February 27, 2013

Attested:

Approved:

Lori Harvin, Township Clerk

Richard W. Yocum, Council President