

# JEFFERSON TOWNSHIP COUNCIL

## Regular Meeting

August 10, 2011

Municipal Building, Council Chambers

78

### Roll Call

Present	Absent
Mr. Dunham	
Mrs. Merz	
Mr. Sanchelli	
Vice President Birmingham	President Yocum
Township Attorney, Robert McBriar	
Lori Harvin, Township Clerk	

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

### Salute to the Flag

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

### Notice of Presiding Officer

Vice President Birmingham said, "This Regular Council meeting for August 10, 2011, 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 August 4, 2011."

### Approval of Minutes of Previous Meeting

July 13, 2011 Regular Merz Absent

<b>Motion:</b> Sanchelli, second Dunham	
Mr. Dunham	Aye
Mrs. Merz	Not Voting
Mr. Sanchelli	Aye
Vice President Birmingham	Aye
President Yocum	Absent

### Council Reports

- **Motion:** Change start time of September 21 meeting from 7:00 pm to 8:00 pm

<b>Motion:</b> Sanchelli, second Merz	
Mr. Dunham	Aye
Mrs. Merz	Aye
Mr. Sanchelli	Aye
Vice President Birmingham	Aye
President Yocum	Absent

Sanchelli reported that he was able to attend the National Night Out this year and it was an excellent event with a great turnout. The Police demonstration held at the shooting range was very educational and interesting.

Merz reported that she attended a County meeting for the Morris County Alliances for a Drug Free Community last month and Ashley Craig gave a presentation on Students Against Being Bullied. Merz said there was a great turn out and the Program was very well received. Merz said she would like to extend her appreciation to the Arts Committee and to all the Departments that cooperatively worked toward the successful Jefferson Day. Merz agreed that the National Night Out was a success and Jefferson is fortunate to have the Police Department and all of the resources for the volunteer groups for emergency management. Merz also complimented the Junior Police Academy and the Graduation that was held. Merz commented that the funds utilized on the Academy were well spent.

Dunham reported that he attended Beth Recksiek's retirement luncheon which was very enjoyable. Dunham attended the National Night Out and it was a very well attended and educational evening. Dunham reported that he attended the non-union employees' pension and benefits meeting. The meeting was handled very well and the information was given out so the employees' will be prepared for the changes. Dunham attended the Junior Police Academy Graduation with Merz and Yocum. The Program is

# JEFFERSON TOWNSHIP COUNCIL

## Regular Meeting

August 10, 2011

Municipal Building, Council Chambers

79

very educational and well worth the expense. Dunham reported that he accompanied the Administrator on a tour of Township properties on Lake Hopatcong. Dunham said that it seems as though the DPW is gaining on the repair of potholes and the catchbasin work list is going down. Dunham commented that he has noticed some work completed on drainage and the roadway of Garnet Drive.

Birmingham reported that he was out of town for the National Night Out, however, he did attend an out of town event. Jefferson's event was more comprehensive and informative. Birmingham commented that the work is scheduled to begin on Berkshire Valley Road within 2 weeks. Sanchelli said that the drainage work begins on Monday and sign boards will be put up.

Birmingham said that he spoke about the assessments a few months ago and the housing market has not rebounded. Birmingham suggested that a Council committee meet with Hopkins to investigate adjustments to the assessments. Felter suggested that Hopkins prepare a report for the Council with the number of appeals and options for adjustments to assessments.

Birmingham reported that the County has a new facility for recycling scheduled to open in Mine Hill. An open house is being held on September 30 at 11:30 a.m. for all recycling coordinators and governing officials for a tour of the facility. Birmingham asked about the pick-up of additional recycling items. Leach said that once this facility is up and running, the Solid Waste Committee can investigate single stream recycling for the future. Birmingham commented that Jefferson Township received a credit of \$28,500 for recycling, which was one of the highest.

Merz commented that Yocum was present at the Police Academy, National Night Out and Jefferson Day in his other capacity as an ASPCA Officer.

### Administrative Reports of Mayor and Administrator

Felter reported that he had the pleasure of meeting with Woody Johnson, the owner of the Jets, along with 6 other Morris County Mayors at the Jets' new Morris County Facility.

Leach reported that all the Township's consultants met with the staff of the Highlands Council regarding the conformance to the Highlands' Master Plan. Leach said that this is a planning issue so he would like to schedule a presentation for the Planning Board. 88 percent of Jefferson is in the Preservation area and 12 percent lies in the Planning area, which is where the decisions have to be made. Of the 12 percent, 6 percent is underwater and the remaining 6 percent includes some preserved vacant land that is owned by the Township. Leach said there will not be a lot of development. Leach said a presentation will be planned to take place before the Planning Board with a representative from the Highlands Council at their next meeting in September.

### Miscellaneous/Public Portion

No one came forward.

### New Business

- Council Discussion: Municipal Best Practices Inventory

(79-A)

Eagen commented that this is year 2 of the Best Practices Inventory. Last year the Township received a good score and this year the Township is around 2 percent with no State Aid being withheld. Eagen said there are a few areas with comments. Eagen explained that this year there are 50 questions. Eagen and the Council discussed items with a "No" or "Prospective" answer.

Item No. 1: Eagen stated that the Township is in compliance with the Pay-to-Play Statute. At this point the Township does a combination of Fair and Open and Non-Fair and Open. Eagen explained that he prefers the Non-Fair and Open process because a proposal is received and during the existing contract, the vendor is not allowed to make a contribution in excess of \$300. Under a Fair and Open process, a bid or request for proposal/qualifications procedure is followed. Awards can be weighted on what is most

# JEFFERSON TOWNSHIP COUNCIL

## Regular Meeting

August 10, 2011

80

### Municipal Building, Council Chambers

advantageous to the Township. Eagen said that during the timeframe for these contracts, reportable contributions over \$300 are permitted. Eagen asked if the Council would like to establish a Township Ordinance, however, he suggested leaving this answer as a no and discussing an Ordinance at a future meeting.

#### **General Management**

Item No. 3: Eagen advised that the question about the website was revised. The most recent Audit and Annual Financial Statements were added to the website this week.

Item No. 7: Eagen explained that there is no policy or Resolution requiring elected officials to attend basic training. In practice, the newest elected Councilman has been attending all the seminars and training that have become available over the past year.

Item No. 11: Eagen explained that currently the Planning Board has an established Absence from Meetings Policy and the Council follows NJSA regulations. Eagen said he will check the wording and he believes this can be changed to a yes.

#### **Budget Preparation & Presentation**

Item No. 4: Eagen advised that quarterly reports can be prepared through the Edmunds system and the reports will be emailed on a monthly/quarterly basis.

Item No. 5: Eagen advised that he prepares the budget history and projection during the budget process, however, these were not prepared for public use. Eagen said he will have them available and distributed for the public during the budget adoption process.

#### **Health Insurance**

Item No. 4: Eagen advised that the volunteer firefighters do not receive annual heart screening. Leach said he will check into this, however, the Township has volunteer fire services and this requirement is easier to fulfill with paid fire services.

#### **Personnel**

Item No. 2: Eagen advised that the Public Employee Contracts that were ratified within the last 4 months are being sent to PERC.

Item No. 4: Eagen advised that the Township currently has one part time employee grandfathered in and receiving benefits. Leach said that currently an employee has to work over 30 hours to receive benefits, the original policy was 19 hours.

#### **Public Safety**

Item No. 4: Eagen said that he checked with Mangold and he does not think every mutual aid agreement is in writing.

#### **Municipal/School Relations**

Item No. 1: Eagen advised that the Township has held Joint meetings with the Board of Education in past years when the School Budget was defeated, however, it may be a good idea to schedule a meeting to discuss community needs and shared services along with budget matters. Eagen commented that there is already a high level of cooperation between the Township and the School. Eagen said that he and Leach meet with the Schools' Administration on a regular basis. Leach suggested inviting the School Board to a Council meeting and then opening the meeting up for items of general interest.

Eagen said he will finalize the Inventory and submit it to the State and the Clerk has to submit a Certification for tonight's discussion.

# JEFFERSON TOWNSHIP COUNCIL

## Regular Meeting

August 10, 2011

81

Municipal Building, Council Chambers

- Outdoor Gathering Permit: Lake Forest Yacht Club, Host for Garden State Wakeboarding Competition – 8/27/11 (Request Waiver of Fees: Application fee of \$50.00 & Uniform Fire Safety Code Fee of \$42.00) Approvals from Fire Official; Police Chief; Health Official.

**Motion:** Merz, second Dunham

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

### Resolutions

**Resolution #11-67:** Approval of Bills

**(81-A)**

**Motion:** Sanchelli, second Merz

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

**Approval of:**

**PO No. 11-02327 Police Petty Cash \$666.19**

**PO No. 11-20416 Headley Lumber \$201.11**

**PO No. 11-02289 Headley Lumber \$1,392.42**

**Motion:** Merz, second Birmingham

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

**Resolution #11-68:** Authorize Passage of Consent Agenda

**(81-B)**

**Motion:** Sanchelli, second Dunham

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

### Miscellaneous/Public Portion

No one came forward.

Birmingham thanked Mayor Felter for working on all the Lake Hopatcong issues with the Lake Hopatcong Commission to secure additional funding through the DEP. Felter said he would like to thank the Governor, the Treasurer, Senator Bucco, Senator Oroho, Assemblyman Bucco and everyone who participated.

# **JEFFERSON TOWNSHIP COUNCIL**

## **Regular Meeting**

**August 10, 2011**

**Municipal Building, Council Chambers**

82

**Adjournment** at 8:21 p.m.

**Motion:** Merz, second Sanchelli

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

**Dated: August 10, 2011**

Attested:

Approved:

---

Lori Harvin, Township Clerk

---

Richard W. Yocum, Council President