

JEFFERSON TOWNSHIP COUNCIL
MUNICIPAL BUILDING
1033 WELDON ROAD
LAKE HOPATCONG, NJ 07849
973-208-6133
www.jeffersontownship.net

**Regular Meeting
August 17, 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 August 11, 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

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

Ms. Reilly called the roll. All Council members were present except for Mr. Birmingham. Also in attendance were Township Attorney Larry Cohen, Township Administrator James Leach, and Mayor Felter, who arrived at 7:25 pm.

3. SALUTE TO THE FLAG

Council President Sanchelli led the flag salute and recognized former Mayor Horace Chamberlain, who was in attendance.

Council President Sanchelli also recognized Library Board of Trustees President Michael Stewart, who requested that the Council consider prohibiting bear hunts in Jefferson and also consider mandating residents buy bear proof trash cans, possibly with some municipal funding.

4. SPECIAL PRESENTATIONS

- **Proclamation National Childhood Cancer Awareness Month**

Council Vice President Merz presented the proclamation to Trish DaSilva, whose son Nicholas is a childhood cancer survivor. Council President Sanchelli requested that the website reflect a link to the American Childhood Cancer Organization.

5. 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.

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

6. COUNCIL REPORTS

Mr. Dunham reported attending National Night Out, the Veterans Day Memorial meeting, the Senior Citizen meeting as the Council liaison to that group, the Blue Star meeting, and the Finance Subcommittee meeting. He said that he and the Administrator went out into the Township and reviewed road repairs and the roads which had been oiled and chipped and he was pleased with what had been accomplished.

Mr. Dunham said he attended the Junior Police Academy Graduation and commended the Police Department for their efforts in running the Academy. He asked Mr. Leach to comment on the costs to the municipality for running the Academy and Mr. Leach said that cadets pay fifty dollars (\$50.00) to attend, although scholarships are available. He said that the police donate their time and that the Police Benevolent Association (PBA) donates pizza and the uniforms and no tax dollars are expended on the program. Mr. Dunham stated that, in the interest of transparency, he wanted the public to be aware that the program was provided to the Township at no cost to the residents.

Mrs. Finnegan also reported attending the National Night Out, the Junior Police Academy Graduation, and the Wakeoff in Lake Forest. She commented on the popularity of the Police trading cards and thanked the groups which funded the program. She announced that the County Office of Emergency Management (OEM) would soon be providing an ambulance at no cost to the Township in order to ensure coverage on days when volunteers are in short supply.

Council Vice President Merz had much praise for the Junior Police Academy program, stating that she was extremely proud of what they offer and that every year it gets better and better. She commended Morris County and the Township schools for offering their cooperation and sharing their services. She also complimented Officers Rodriguez, Hale, and Fabian for their efforts in running the program.

Council Vice President Merz thanked all the groups who participated in National Night Out and mentioned that this was a good venue for community services to showcase themselves.

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Council Vice President Merz said the Liquor License Subcommittee, which consists of her and Council President Sanchelli, had been very active lately due to the renewals and some transfers and expansion of premises.

Council President Sanchelli mentioned that he had recently eaten at the Upstream Grille and that the owner had approached him about the idea for a Farmers Market. He said he referred the owner to Mr. Leach. The Council agreed that a Farmers Market would be a nice addition to the Township but as Mr. Dunham pointed out, logistics for such an event can be difficult, particularly in reference to finding both a central location and weekly volunteers.

Council President Sanchelli complimented the Public Works Department and the paving contractor on a job well done paving the roads. He mentioned that he would like the County to finish paving the middle section of Berkshire Valley Road.

Council President Sanchelli also reported attending National Night Out and the Junior Police Academy graduation. He said he was happy to see the Jersey City Police Department in attendance, supporting one of the cadets whose father was a Jersey City Police Officer and had been killed in the line of duty.

7. NEW BUSINESS - RESOLUTIONS

- **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:**

[July 20, 2016](#)

***PERMITS/LICENSES:**

- [Outdoor Gathering](#) – OPA Racing (September 22-26th, Lake Forest Yacht Club, Boat Racing)
- [Outdoor Gathering](#) – Camp Six, Inc. (September 4th 12:00 pm – 5:00 pm, Nolan’s Point, Boardwalk Events)

***APPOINTMENTS:**

Council President (Revised 8.17.16 – revisions in yellow)

BIRMINGHAM	DUNHAM	FINNEGAN	MERZ	SANCHELLI
		Animal Control Ordinance	Animal Control Ordinance	
			Board of Education/Interagency	Board of Education/Interagency
			Cable TV	
	Camp Jefferson			Camp Jefferson
	Capital Budget/Finance Committee		Capital Budget/Finance Committee	Capital Budget/Finance Committee (Alt)
	DOT (Dept. of Transportation)			DOT (Dept. of Transportation)
	Economic Advisory Board	Economic Advisory Board		
			Emergency Mgmt/Services	Emergency Mgmt/Services
JCPL/NJNG		JCPL/NGNG		
Jefferson Day/Jefferson Arts Committee				Jefferson Day/Jefferson Arts Committee
			Lake Hopatcong Regional Sewer Authority Board	
Library Board	Library Board			
			Liquor Board	Liquor Board
MC Freeholders				MC Freeholders
MC League of Municipalities				
MC Shared Services	MC Shared Services			
Open Space Advisory (alt)	Open Space Advisory			
	Personnel & Negotiations			Personnel & Negotiations
Picatinny Arsenal				
	Policy Procedure Manual	Policy Procedure Manual		
	Public Health Board			
		Recreation Advisory Board		Recreation Advisory Board (alt)
Rockaway River Watershed Cabinet				

	Senior Citizens Advisory Board	Senior Citizens Advisory Board (Alt)		
		Solid Waste & Recycling	Solid Waste & Recycling	
	Stormwater Management	Stormwater Management		
	Township Code/Ordinance			Township Code/Ordinance
	Utility Dispute Advisory Board	Utility Dispute Advisory Board		
Watershed Coalition				

***CONSENT AGENDA RESOLUTIONS:**

- 16-143 Resolution Authorizing the [Approval of Bills](#) (Dunham abstain – Purchase Order #16-00290 and #16-00548 Headley Lumber)
- 16-144 Resolution Authorizing the Renewal of [Liquor License](#): Espanong Investment Corp. Liquor License Number 1414-33-021-010
- 16-145 Resolution Authorizing the Renewal of [Liquor License](#): Kevin Weyer - Liquor License Number 1414-33-007-010
- 16-146 Resolution Authorizing the Person-to-Person Transfer of Plenary Retail Consumption License [#1414-33-001-006](#) And Authorizing The Place-to-Place/Expansion of Premises Transfer of 125 Route 181, Lake Hopatcong (Township of Jefferson), New Jersey
- 16-147 Resolution Authorizing Change Order No. 3 And Approving Current Estimate No. 5 – [A.C. Shultes, Inc.](#) for Well Redevelopment, Contract No. UTL-14-3
- 16-148 Resolution Authorizing Refund of Overpayment of [Recreation Fees](#)
- 16-149 Resolution Authorizing Refund of Overpayment of [Taxes](#)
- 16-150 Resolution Authorizing Refund of Overpayment of [Planning Department Fees](#)
- 16-151 Resolution Authorizing the Refund of Planning Board Escrow Fees and the Closure of Certain Escrow Accounts
- 16-152 Resolution Authorizing the Refund of [Overpayment of Utility Fees](#)
- 16-153 Resolution Authorizing a Refund for a Road Opening Bond – [Road Opening Permit No. 15-16R](#), Block 457 Lot 41
- 16-154 Resolution of the Township of Jefferson, County of Morris, State of New Jersey, Authorizing the Separation Agreement and Release of Claims Between The Township of Jefferson and [Shawn Hopkins](#)
- 16-155 Resolution Authorizing Participation in the Morris County [Fire Mutual Aid Agreement](#) Between Participating Morris County Municipalities and Fire Districts
- 16-156 Resolution Authorizing the Mayor To Execute a [Treatment Works Application \(TWA\)](#) on Behalf of the Municipality – Jefferson Peaks Wastewater Treatment Facility, Harold Road, Jefferson, Lot 56, Block 232
- 16-157 Resolution Authorizing the Mayor To Execute a Treatment Works Application (TWA) on Behalf of the Municipality – [Kadijevic Properties](#), 11 Aldrin Road (Lot 17, Block 360), 13 Aldrin Road (Lot 16, Block 360), 15 Aldrin Road (Lot 15, Block 360)
- 16-158 Resolution Approving Second Amendment to Existing Lease By and Between the Township of Jefferson and [New Cingular Wireless PCS, LLC for Highview Terrace Extension/Highview Water Tank, 11 Highview Trail, Wharton, 07885, Block 299, Lot 74](#)
- 16-159 Resolution of the Township of Jefferson, County of Morris, State of New Jersey, Authorizing the Separation Agreement and Release of Claims Between The Township of Jefferson and [Bryan Christie](#)
- 16-160 Resolution Authorizing An Agreement Between the Township of Jefferson, County of Morris, State of New Jersey, Governmental Entity and Depositor, And [TD Bank, N.A.](#) Designating TD Bank, N.A. As A Financial Institution and Depository

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

*Councilman Dunham abstained from voting on:

- Resolution 16-143, Resolution Authorizing the Approval of Bills, Purchase Order #16-00290 and #16-00548, Headley Lumber

8. ADMINISTRATIVE REPORTS OF MAYOR AND ADMINISTRATOR

Mr. Leach reported road repairs on Legion Road to Lake Hopatcong and a section of Swannanoa and Pequot.

Mayor Felter said he was pleased to announce that the Township would be opening up a resource center in conjunction with CARES for people or those they love who have addiction issues. He said the resource center would be located in the Health Center and would initially be open on Fridays from noon to 4 pm. He thanked everyone involved and said a press release would be forthcoming. Council Vice President Merz mentioned that CARES is active in other municipalities. Mr. Leach said that the Municipal Alliance and the public health educator worked hard on this project.

Mr. Leach said that Health Officer Cindee DeGennaro would be retiring effective December 31, 2016. He reported that instead of replacing her position, Jefferson is negotiating a shared service agreement with Rockaway Township, as the State of New Jersey mandates that each municipality have a licensed Health Officer. Council President Sanchelli agreed that this was a good idea and that the Shared Services Subcommittee, comprised of Mr. Dunham and Mr. Birmingham, would be happy to assist the administration.

Mr. Leach reported on his recent meeting with the New Jersey Department of State regarding military bases and their economic importance to the State. He said the Federal Government will be issuing another round of BRC's (Base Reduction Closings) in 2019 and Picatinny Arsenal is a potential target for closure. He stated that closing Picatinny would economically devastate this area and Council President Sanchelli agreed it would be tragic.

Mr. Leach mentioned an unusual issue that had occurred recently regarding tax liens. He explained that if tax liens are not redeemed within five (5) years, the municipality is allowed to keep the premium. He said that this year the municipality had appropriated \$28,000 in tax lien premiums; however, the judgements were recently voluntarily vacated and the lien holder expected to receive the premiums. Mr. Leach said that the Tax Collector is trying to obtain information from the State as to whether or not the municipality is obligated to refund the premiums and that case law is not clear. Mr. Cohen suggested asking the auditor if this is happening to other municipalities. Mr. Leach said that in the future, tax lien premiums will not be appropriated in the municipal budget until after the five (5) year period is complete.

9. NEW BUSINESS

- **Discussion re: Human Resources Policy and Procedures:**
 - a. **Elected Officials Training Program**
 - b. **Travel, Meal and Lodging Reimbursement**

Mr. Leach said all of Jefferson's elected officials have always taken courses and that policy was simply memorializing the policy. He said that having training program policy was part of the Best Practices and was a way to encourage elected officials to keep current on contemporary issues. Council President Sanchelli said that if a Council member is interested in a course which fits the parameters, they should contact the Clerk, who should then notify the other Council members and register anyone who wanted to attend. Mr. Dunham asked if classes offered and taken at the New Jersey State League of Municipalities Conference qualified and Mr. Leach said yes.

Mr. Leach stated that the Travel, Meal and Lodging Reimbursement Policy would apply to employees who were not covered under contracts, including elected officials. He said the policy was based off of the Federal Travel Allowance, receipts are required, and the Township does not reimburse for alcoholic beverages. Mr. Leach said that, as with the Elected Officials Training Program policy, these procedures were not new but this was simply a memorialization of policy in order to comply with Best Practices.

Mr. Leach mentioned that Township Attorney Rich Wenner had reviewed both of the policies and that if Council concurred with his recommendations, a resolution accepting the policies could be placed on the next meeting agenda. The Council consensus was that the policies were acceptable and that a resolution should be prepared for the next meeting agenda.

10. PUBLIC COMMENT – Presiding Officer

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.

Frank Bagnati – 30 Summit Road

Mr. Bagnati said he lived in White Rock and was curious as to who repairs the roads after the installation of the gas lines is complete. He said he wasn't interested in purchasing the gas and his concern was that his tax dollars would be used for road repairs.

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

Council President Sanchelli responded that the utility company is supposed to leave the road as they found it. Mr. Leach said the municipality holds a large bond and Mayor Felter said he felt that the utility company would do a good job as they want to be allowed to keep expanding in the municipality.

11. ADJOURNMENT at 7:51 PM

Motion made by Mr. Dunham, second by Council President Sanchelli to adjourn the meeting at 7:51 pm, with all members in favor signifying by "Aye".

ATTEST: August 17, 2016

Michele Reilly, Township Clerk

Michael J. Sanchelli, Council President