

JEFFERSON TOWNSHIP COUNCIL  
 MEETING LOCATION: JEFFERSON TOWNSHIP MUNICIPAL BUILDING  
 1033 WELDON ROAD  
 LAKE HOPATCONG, NJ 07849  
 CONTACT: 973-208-6132/33  
[www.jeffersontownship.net](http://www.jeffersontownship.net)

**TO THE  
 EXTENT  
 KNOWN AS OF  
 NOVEMBER 5,  
 2021**

NOVEMBER 10, 2021  
 REGULAR MEETING – 7:00 PM  
 AGENDA

**1. CALL TO ORDER – Presiding Officer**

This meeting is called pursuant to the provisions of the Open Public Meetings Law. This meeting of **November 10, 2021** was included in a list of meetings notice sent to the official newspapers of the Township, the Daily Record and the Star Ledger, on **January 8, 2021** and was posted on the bulletin board in the Municipal Building on **January 8, 2021** and has remained continuously posted as the required notices under the Statute. In addition, a copy of this notice is and has been available to the public and is on file in the office of the Municipal Clerk. The change in location was noticed on **June 11, 2021**.

Proper notice having been given, the Township Clerk is directed to include this statement in the minutes of this meeting.

**2. ROLL CALL – Township Clerk**

	Present	Absent
Mr. Birmingham		
Mr. Kalish		
Mr. Smith		
Vice President Dunham		
President Senatore		
Mr. Ryan, Township Attorney		
Ms. Reilly, Township Clerk		

Let the record reflect the following members of the Administration are present: Mayor Eric Wilsusen, Administrator Debi Millikin, Chief Financial Officer Bill Eagen.

**3. SALUTE TO THE FLAG – Presiding Officer**

**4. SPECIAL PRESENTATIONS – Presiding Officer**

- None for November 10, 2021

**5. PUBLIC COMMENT – Presiding Officer**

**Please state and spell your name and address for the record.** Each speaker is limited to one (1) comment of no more than five (5) minutes and no yielding of time to another person.

**6. ORDINANCES –PUBLIC HEARING AND VOTE FOR ADOPTION – Township Clerk**

- None for November 10, 2021

**7. COUNCIL AND MAYOR DISCUSSION – Presiding Officer**

- 2021 Best Practices – CFO
- 2021 Summer Camp Finance Report - CFO
- Update Chapter 309, Limousines – Township Clerk

**8. ADMINISTRATIVE REPORTS OF MAYOR AND ADMINISTRATOR – Mayor Wilsusen**

**9. COUNCIL REPORTS – Presiding Officer**

**10. ORDINANCES – FIRST READING – Township Clerk**

- None for November 10, 2021

**11. NEW BUSINESS – Presiding Officer**

**RESOLUTION #21-267 –  
 RESOLUTION AUTHORIZING THE TOWNSHIP CLERK AND MAYOR TO EXECUTE A JURISDICTIONAL AGREEMENT  
 BETWEEN THE STATE OF NEW JERSEY DEPARTMENT OF TRANSPORTATION AND THE TOWNSHIP OF JEFFERSON FOR  
 IMPROVEMENTS TO NJ ROUTE 15 AND BERKSHIRE VALLEY ROAD IN TOWNSHIP OF JEFFERSON, MORRIS COUNTY**

**WHEREAS**, the State of New Jersey Department of Transportation has requested that an agreement be entered between the Township of Jefferson and the State of New Jersey which would allocate the jurisdictional responsibilities for highway maintenance and control between the Township of Jefferson and the State of New Jersey with reference to certain Intersections of Route 15 and streets within the Township of Jefferson; and

**WHEREAS**, maps outlining the jurisdictional limits of each have been reviewed and approved the Township of Jefferson.

**NOW THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that the Mayor of Jefferson, Eric F. Wilsusen, and the Township Clerk, Michele Reilly, are hereby authorized to execute the Agreement between the Township of Jefferson and the State of New Jersey.

Council Member	By	2 <sup>nd</sup>	Yes	No	Abstain	Absent
Mr. Birmingham						
Mr. Kalish						
Mr. Smith						
Vice President Dunham						
President Senatore						

**RESOLUTION #21-268 -  
 RESOLUTION SUPPORTING THE NEW JERSEY DEPARTMENT OF TRANSPORTATION PROJECT TO REPLACE THE WELDON ROAD BRIDGE OVER ROUTE 15 IN THE TOWNSHIP OF JEFFERSON, MORRIS COUNTY, NEW JERSEY**

**WHEREAS**, New Jersey Department of Transportation will replace the Weldon Road Bridge over Route 15, in the Township of Jefferson.

**WHEREAS**, the overall purpose of the Weldon Road Bridge over Route 15 project is to restore the superstructure and repair the sub structure while improving substandard vertical clearance over Route 15.

**WHEREAS**, this is an EMERGENCY bridge (Structure # 1424-152) rehabilitation project which was initiated as a result of significant damages to steel girders on portion of the bridge (southerly section of Weldon Rd over Route 15 SB) that has been currently demolished.”

**WHEREAS**, New Jersey Department of Transportation will be setting up a detour during construction that will require detouring traffic to Espanong Road and Edison Road.

**NOW THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that the Township supports the Weldon Road over Route 15 Bridge Replacement Project and associated improvements.

Council Member	By	2 <sup>nd</sup>	Yes	No	Abstain	Absent
Mr. Birmingham						
Mr. Kalish						
Mr. Smith						
Vice President Dunham						
President Senatore						

**RESOLUTION #21-269 –  
 RESOLUTION AUTHORIZING A GOODS AND SERVICES AGREEMENT FOR AARON EXCAVATING, INC.**

**WHEREAS**, the Township of Jefferson has an emergent need for septic work for the Municipal Building including the New Police addition; and

**WHEREAS**, the Township of Jefferson has decided to award the contract for this service as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, Aaron Excavating, Inc. has submitted a proposal for **Septic Work Services** will be provided for a fee not to exceed **\$24,500.00**; and

**WHEREAS**, Aaron Excavating, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate, committee or employee for those positions listed on the Business Entity Disclosure Certification Form in the previous one year, and that the contract will prohibit Aaron Excavating, Inc. from making any reportable contributions through the term of the contract; and

**WHEREAS**, the Chief Financial Officer (CFO) of the Township has determined and certified in writing that the value of each acquisition will **exceed \$17,500.00**; and

**WHEREAS**, pursuant to N.J.A.C. 5:30-5.5 (b) a certificate showing availability of funds has been provided to the Township by the Chief Financial Officer of the Township, certifying that funds for said contract are available and are designated to a line item appropriations designated below and **totaling \$24,500.00**.

**C-08-55-519-010-503**

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Jefferson, in the County of Morris, State of New Jersey that this professional contract is hereby authorized and approved by the Township Council.

**BE IT ALSO RESOLVED:**

- Section 1.** The Mayor and Township Clerk are hereby authorized and directed to execute an agreement with Aaron Excavating, Inc., 60 Venetian Drive, Lake Hopatcong, NJ 07849 for **Septic Work Services** to the Township of Jefferson for a fee **not to exceed \$24,500.00**.
- Section 2.** This is awarded as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5.
- Section 3.** The term of this agreement shall be for **12 months or completion of the project**.
- Section 4.** A notice of this action shall be printed once in the legal newspaper of the Township of Jefferson.
- Section 5.** The resolution authorizing the award of contract for “Goods and Services” and the contract itself must be available for public inspection per the requirement of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)
- Section 6.** The Business Entity Disclosure Certification and the Determinations of Value be placed on file with this resolution.

Council Member	By	2 <sup>nd</sup>	Yes	No	Abstain	Absent
Mr. Birmingham						
Mr. Kalish						
Mr. Smith						
Vice President Dunham						
President Senatore						

12. MINUTES – Township Clerk

October 6, 2021 - Regular

Council Member	By	2 <sup>nd</sup>	Yes	No	Abstain	Absent
Mr. Birmingham						
Mr. Kalish						
Mr. Smith						
Vice President Dunham						
President Senatore						

October 20, 2021 – Regular (Senatore absent)

Council Member	By	2 <sup>nd</sup>	Yes	No	Abstain	Absent
Mr. Birmingham						
Mr. Kalish						
Mr. Smith						
Vice President Dunham						
President Senatore						

13. 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.

\*PERMITS/LICENSES

- Animal Care Facility License #21-05  
 Masonhaus Kennel  
 July 1, 2021 Through June 30, 2022

\*APPOINTMENTS

- None for November 10, 2021

\*CONSENT AGENDA RESOLUTIONS:

- 21-256 Resolution Authorizing the Payment of Bills
- 21-257 Resolution Authorizing the Refund of Overpayment(s) of Taxes
- 21-258 Resolution Authorizing a Disabled Veterans Exemption and the Cancellation of Taxes – Maciorski, Block 130, Lot 21
- 21-259 Resolution Setting 2021 Salaries for the Council and the Council President Within the Range as Established by the Township's Salary Ordinance
- 21-260 Resolution Approving Amendment to Human Resources Policies and Procedures of the Township, Specifically Personnel Policy 7:3 – Performance Evaluations
- 21-261 Resolution Authorizing the Sale of Surplus Personal Property No Longer Needed for Public Use On An Online Auction Website
- 21-262 Resolution Authorizing Contract for the Refurbishment of Rescue Truck 719 for the Township of Jefferson Fire Department Company #2 – PL Custom Body & Equipment
- 21-263 Resolution Authorizing Contracts for Purchase of Office Chairs for the Police Department Through NJ State Contract #21-FOOD-01366
- 21-264 Resolution Authorizing Refund of Overpayment(s) of Recreation Fees
- 21-265 Resolution Authorizing the Township Administrator to Execute a Treatment Works Application (TWA) On Behalf of the Municipality – 183 Blue Road, Block 339 Lot 2.183
- 21-266 Resolution Authorizing a Professional Services Agreement for Surveying Services – Dykstra Associates, PC - NJ Green Acres Open Space Acquisition, Wings Adventure, Inc., off Taylor Road, Block 271, Lot: 2

Council Member	By	2 <sup>nd</sup>	Yes	No	Abstain	Absent
Mr. Birmingham						
Mr. Kalish						
Mr. Smith						
Vice President Dunham						
President Senatore						

14. PUBLIC COMMENT – Presiding Officer

Please state and spell your name and address for the record. Each speaker is limited to one (1) comment of no more than five (5) minutes and no yielding of time to another person.

15. EXECUTIVE SESSION – Township Clerk

**RESOLUTION #21-270 – RESOLUTION PROVIDING FOR A MEETING NOT OPEN TO THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF THE NEW JERSEY OPEN PUBLIC MEETINGS ACT, N.J.S.A. 10:4-12”**

WHEREAS, the Township Council of the Township of Jefferson is subject to certain requirements of the Open Public Meetings Act, N.J.S.A. 10:4-6, et seq.; and

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-12, provides that an Executive Session, not open to the public, may be held for certain specified purposes when authorized by Resolution; and

**WHEREAS**, it is necessary for the Township Council of the Township of Jefferson to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated below:

- (1) Matters Required by Law to be Confidential: Any matter which, by express provision of Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act.
- (2) Matters Where the Release of Information Would Impair the Right to Receive Funds: Any matter in which the release of information would impair a right to receive funds from the Government of the United States.
- (3) Matters Involving Individual Privacy: Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.
- (4) Matters Relating to Collective Bargaining Agreements: Any collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.
- (5) Matters Relating to the Purchase, Lease or Acquisition of Real Property or the Investment of Public Funds: Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.
- (6) Matters Relating to Public Safety and Property: Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection. Any investigations of violations of possible violations of the law.
- (7) Matters Relating to Litigation, Negotiations and the Attorney-Client Privilege: Any pending or anticipated litigation or contract negotiation in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.

**• Union Negotiations – White Collar (OPEIU Local 32)**

- (8) Matters Relating to the Employment Relationship: Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose right could be adversely affected request in writing that such matter or matters be discussed at a public meeting.
- (9) Matters Relating to the Potential Imposition of a Penalty: Any deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party bears responsibility.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Jefferson, in the County of Morris and State of New Jersey, assembled in public session on **November 10, 2021 at 7:00 P.M.** in the Township Municipal Building, 1033 Weldon Road, Lake Hopatcong, New Jersey, that the Township Council shall meet in Executive Session, from which the public shall be excluded, for the discussion of matters relating to the specific items designated above.

**BE IT FURTHER RESOLVED** that it is anticipated that the deliberations conducted in closed session may be disclosed to the public upon the determination of the Township Council that the public interest will no longer be served by such confidentiality.

Council Member	By	2 <sup>nd</sup>	Yes	No	Abstain	Absent
Mr. Birmingham						
Mr. Kalish						
Mr. Smith						
Vice President Dunham						
President Senatore						

**16. NEW BUSINESS (Continued) – Township Clerk**

**RESOLUTION #21-271 –  
 RESOLUTION APPROVING THE COLLECTIVE NEGOTIATIONS AGREEMENT  
 WITH THE OPEIU LOCAL 32 WHITE COLLAR UNIT FOR YEARS 2021-2024 AND AUTHORIZING  
 THE EXECUTION THEREOF**

**WHEREAS**, the negotiations teams for the Township of Jefferson and OPEIU Local 32 White Collar Unit have reached agreement on the terms for a new four (4) year collective negotiations agreement for January 1, 2021 through December 31, 2024; and

**WHEREAS**, the previous Contract with OPEIU Local 32 White Collar Unit expired on December 31, 2020; and

**WHEREAS**, the parties have been negotiating a renewal of the Contract for OPEIU Local 32 White Collar Unit, retroactive to January 1, 2021; and

**WHEREAS**, the new 2021-2024 Agreement has been drafted and reviewed by the Township Administration and subsequently reviewed and approved by the Township Labor Counsel and fully incorporates the terms of the Memorandum of Understanding; and

**WHEREAS**, the Governing Body of the Township of Jefferson wishes to ratify the 2021-2024 Agreement as negotiated and in the form attached hereto.

**NOW THEREFORE IT BE RESOLVED** by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey that the OPEIU Local 32 White Collar Unit Collective Negotiations Agreement for 2021-2024, in the form attached hereto, is approved.

**BE IT FURTHER RESOLVED** that the Mayor and Township Clerk are authorized to execute the 2021-2024 Agreement with OPEIU Local 32 White Collar Unit.

Council Member	By	2 <sup>nd</sup>	Yes	No	Abstain	Absent
Mr. Birmingham						
Mr. Kalish						
Mr. Smith						
Vice President Dunham						
President Senatore						

17. ADJOURNMENT AT \_\_\_\_\_ PM - Presiding Officer

Michele Reilly, RMC, CMR  
 Township Clerk  
 973-208-6133 [mreilly@jeffersontownship.net](mailto:mreilly@jeffersontownship.net)

**FUTURE MEETINGS** will **begin at 7:00 p.m.** on each of the dates set forth below, at the **Jefferson Township Municipal Building, 1033 Weldon Road, Lake Hopatcong, New Jersey**, unless otherwise noticed below or as amended during the year by a vote of the Township Council.

**REGULAR MEETING SCHEDULE**

- Wednesday, December 1st
- Wednesday, December 15th
- Wednesday, January 5th, 2022 - Reorganization

**CONSENT AGENDA RESOLUTION #21-256**

**“RESOLUTION AUTHORIZING THE PAYMENT OF BILLS”**

**WHEREAS**, the Business Administrator has reviewed and approved purchase orders requested by the Township Department Heads; and

**WHEREAS**, the Finance Office has certified that funds are available in the proper account; and

**WHEREAS**, the Finance Office has approved payment, upon certification from the Township Department Heads that the goods and/or services have been rendered to the Township; and

**WHEREAS**, purchases under State Contract or under Morris County Cooperative Purchasing Agreement were made where applicable.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that the current bills, dated **November 10, 2021** and on file and available for public inspection in the Office of the Treasurer and approved by him/her for payment, be paid.

**CONSENT AGENDA RESOLUTION #21-257**

**“RESOLUTION AUTHORIZING THE REFUND OF OVERPAYMENT(S) OF TAXES”**

**WHEREAS**, there appears on the tax records overpayment(s) as shown below; and

**WHEREAS**, said overpayment(s) were created by the reasons indicated; and

**WHEREAS**, the Collector of Taxes recommends the refund(s) of such overpayment(s).

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that the proper officers are hereby authorized and directed to issue checks to refund such overpayment(s) as hereafter shown below:

**CODE OF REASONS**

- |                       |                             |                              |                                    |                     |
|-----------------------|-----------------------------|------------------------------|------------------------------------|---------------------|
| 1. Incorrect Payment  | 2. Adjustment of Assessment | 3. Homestead Rebate          | 4. Overbilled                      | 5. Third Party Lien |
| 6. Duplicate Payment  | 7. Exempt                   | 8. County/State Board Appeal | 9. Overpayment                     |                     |
| 10. Return of Premium | 11. New Jersey Saver        | 12. Return of Recording Fee  | 13. Vets, Senior Citizen Deduction |                     |

BLOCK	LOT	NAME	AMOUNT	CODE	YEAR
128	36.01	VOLLMAR	\$1,910.31	6	2021
242	1	SISCO	\$3,194.35	6	2021
448.05	1	RAMIREZ	\$2,206.73	6	2021
		CORELOGIC	\$8,846.48	6	2021
		B39 L10 – DEMPSEY - \$1,232.25			
		B155 L64 – AYALA - \$113.97			
		B233 L29.25 – KINNEY - \$2,002.33			
		B250.06 L11 – REISS - \$3,316.81			
		B454 L20 – CALABRO - \$2,181.12			
199	5	LANDRUM	\$1,443.58	6	2021
232	37	MCARDLE	\$1,960.70	6	2021

			<b>TOTAL</b>	<b>\$19,562.15</b>	

**CONSENT AGENDA RESOLUTION #21-258**

**“RESOLUTION AUTHORIZING A DISABLED VETERANS EXEMPTION AND THE CANCELLATION OF TAXES – MACIORSKI, BLOCK 130, LOT 21”**

**WHEREAS**, the Tax Assessor has approved an application for a totally Disabled Veteran Exemption for **Mr. Anthony Maciorski**; and

**WHEREAS**, based on the approved permanently Disabled Veterans application date of **October 14, 2021**, **Mr. Anthony Maciorski** is entitled to a refund of his 2021 4<sup>th</sup> Quarter partial payment of taxes in accordance with N.J.S.A. 54:4-3.32; and

**WHEREAS**, the Mayor of the Township of Jefferson does recommend a refund of 2021 4<sup>th</sup> Quarter partial payment of taxes paid based on date of approved permanently Disabled Veterans application, **October 14, 2021**.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that the Chief Financial Officer be and is hereby authorized to issue checks for the payments appearing on the tax records as follows:

<u>NAME</u>	<u>ADDRESS</u>	<u>AMOUNT</u>	<u>QUARTER/YR</u>
Anthony Maciorski	44 Ripplewood Dr, Block 130, Lot 21	\$ 450.00	4 <sup>th</sup> 2021 (Partial Payment)

**BE IT ALSO RESOLVED** that the Tax Collector be and is hereby authorized to cancel said taxes as follows:

<u>NAME</u>	<u>ADDRESS</u>	<u>AMOUNT</u>	<u>QUARTER/YR</u>
Anthony Maciorski	44 Ripplewood Dr, Block 130, Lot 21	\$2,319.66	4 <sup>th</sup> 2021
		\$2,315.53	1 <sup>st</sup> 2022
		\$2,315.53	2 <sup>nd</sup> 2022

**CONSENT AGENDA RESOLUTION #21-259**

**“RESOLUTION SETTING 2021 SALARIES FOR THE COUNCIL AND THE COUNCIL PRESIDENT WITHIN THE RANGE AS ESTABLISHED BY THE TOWNSHIP’S SALARY ORDINANCE”**

**WHEREAS**, N.J.S.A. 40A:9-165 permits the governing body of a municipality, by Ordinance, unless otherwise provided by law, to fix and determine the salaries, wages or compensation to be paid to the officers and employees of the municipality, including the members of the governing body; and

**WHEREAS**, the Township Council previously adopted a Salary Ordinance which provides for the range within which the salaries, wages or compensation of the governing body may be provided for; and

**WHEREAS**, the Township Council has made a careful examination of the salaries, wages, and compensation appropriate to compensate members of a municipal council.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Jefferson, in the County of Morris, State of New Jersey, that the Township Council hereby sets the salary for members of the Council, said salary being within the parameters set by the Salary Ordinance previously adopted by the Council, **at \$5,100 per year**; and sets the salary within the parameters set forth by the Salary Ordinance previously adopted by the Council, for the **Council President at \$6,120 per year**.

**CONSENT AGENDA RESOLUTION #21-260**

**“RESOLUTION APPROVING AMENDMENT TO HUMAN RESOURCES POLICIES AND PROCEDURES OF THE TOWNSHIP, SPECIFICALLY PERSONNEL POLICY 7:3 – PERFORMANCE EVALUATIONS”**

**WHEREAS**, the Township of Jefferson has a Human Resources Policies and Procedures Manual, which outlines rights of the Township employees and procedures for Township employees and the Township Administration; and

**WHEREAS**, the Mayor and Township Administrator recommend amending said Policies and Procedures Manual, specifically Personnel Policy 7:3, Performance Evaluation, specifically section 7:3-3 Rating Period, 7:3-4 e, m, n, o Procedures, 7:3-6 Retention; 7:3A Performance Evaluation Form; and

**WHEREAS**, the Township Council is desirous of amending said Policies and Procedures Manual.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that the Township Human Resources Policies and Procedures Manual is amended to include an updated to Section 7:3, Performance Evaluations, in the form attached hereto.

**CONSENT AGENDA RESOLUTION #21-261**

**“RESOLUTION AUTHORIZING THE SALE OF SURPLUS PERSONAL PROPERTY NO LONGER NEEDED FOR PUBLIC USE ON AN ONLINE AUCTION WEBSITE”**

**WHEREAS**, the Township of Jefferson has determined that the personal property described on Schedule A attached hereto and incorporated herein is no longer needed for public use; and

WHEREAS, the Township of Jefferson intends to utilize the online auction services of Municibid located at 1635 Market Street Suite 1600, Philadelphia, Pennsylvania 19103; and

WHEREAS, the sales are being conducted pursuant to N.J.S.A. 40A:11-36 and the guidance set forth in the Division of Local Government Services' Local Finance Notice 2019-15.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson in the County of Morris, State of New Jersey, that the Township is hereby authorized to sell the surplus personal property as indicated on Schedule A on an online auction website entitled municibid.com.

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CONSENT AGENDA RESOLUTION #21-262

“RESOLUTION AUTHORIZING CONTRACT FOR THE REFURBISHMENT OF RESCUE TRUCK 719 FOR THE TOWNSHIP OF JEFFERSON FIRE DEPARTMENT COMPANY #2”

WHEREAS, the Township of Jefferson received bids for the Refurbishment of Rescue Truck 719 for the Township of Jefferson Fire Department Company #2; and

WHEREAS, one (1) bid was received; and

WHEREAS, P.L. Custom Body and Equipment Co., Inc., 2201 Atlantic Avenue, Manasquan, NJ 08736 was the lowest responsible bidder with a base bid of \$265,000.00; and

WHEREAS, P.L. Custom Body and Equipment Co., Inc., provided pricing for HVAC Upgrade of \$15,000.00, Light Tower Heads with LED Light Tower Heads \$12,000.00, and Upgrade Compartment Lighting to LED Lighting \$3,000.00 and;

WHEREAS, the Fire Chief for Company #2 recommends awarding the contract to P.L. Custom Body and Equipment Co., Inc., for the refurbishment of Rescue Truck 719 with the base bid of \$265,000.00, HVAC Upgrade of \$15,000.00, Light Tower Heads with LED Light Tower Heads \$12,000.00, and Upgrade Compartment Lighting to LED Lighting \$3,000.00 for a total bid price of \$295,000 in his letter dated October 25, 2021; and

WHEREAS, pursuant to N.J.A.C. 5:30-5.5 (b) a certificate showing availability of funds has been provided to the Township by the Chief Financial Officer of the Township, certifying that the funds for said contract are available and are designated to a line item appropriations designated below and totaling \$295,000.00

C-04-55-807-001-000  
C-04-55-919-007-901  
C-04-55-919-007-902  
C-04-55-921-008-909  
C-04-55-921-013-905

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, hereby awards the contract for the Refurbishment of Rescue Truck 719 for the Township of Jefferson Fire Department Company #2 to P.L. Custom Body and Equipment Co., Inc., 2201 Atlantic Avenue, Manasquan, NJ 08736 in the amount of \$295,000.00.

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CONSENT AGENDA RESOLUTION #21-263

“RESOLUTION AUTHORIZING CONTRACTS FOR PURCHASE OF OFFICE CHAIRS FOR THE POLICE DEPARTMENT THROUGH NJ STATE CONTRACT #21-FOOD-01366”

WHEREAS, the Township of Jefferson may by resolution and without advertising for bids, in accordance with N.J.S.A. 40A:11-11 of the Local Public Contracts Law, purchase goods or services under the State Contract; and

WHEREAS, the Township of Jefferson has the need to purchase Office Chairs for the Police Department through State Contract; and

WHEREAS, NJ State Contract #21-FOOD-01366 Office Chairs for the Police Department was awarded to 9to5 Seating LLC, c/o dealer Cooper's Office Furniture, 3211 Jack Northrop Avenue, Hawthorne, CA 90250; and

WHEREAS, the Township of Jefferson desires to purchase in the amount of \$23,042.82 NJ State Contract #21-FOOD-01366 Chairs for the Police Department through this resolution and properly executed contract, which shall be subject to all the conditions applicable to the State contracts; and

WHEREAS, pursuant to N.J.A.C. 5:30-5.5 (b) a certificate showing availability of funds has been provided to the Township by the Chief Financial Officer of the Township, certifying that the funds for said contract are available and are designated to a line item appropriations designated below and totaling \$23,042.82

C-04-55-921-001-901

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson that the Township Administrator is authorized to purchase Office Chairs for the Police Department through NJ State Contract #21-FOOD-01366 in the amount of \$23,042.82 to 9to5 Seating LLC, c/o Cooper's Office Furniture, 3211 Jack Northrop Avenue, Hawthorne, CA 90250.

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CONSENT AGENDA RESOLUTION #20-264

“RESOLUTION AUTHORIZING REFUND OF OVERPAYMENT(S) OF RECREATION FEES”

WHEREAS, there appears on the Recreation Department records overpayment(s) as shown below; and

WHEREAS, said overpayment(s) were created by the reasons indicated; and

WHEREAS, the Recreation Department recommends the refund(s) of such overpayment(s).

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey that the proper officers are hereby authorized and directed to issue checks refund such overpayment(s) as hereafter shown below:

**CODE OF REASONS**

- |                      |                         |                            |
|----------------------|-------------------------|----------------------------|
| 1. Incorrect Payment | 2. Duplicate Payment    | 3. Withdrawal from Program |
| 4. Program Cancelled | 5. Expelled Participant |                            |

PAYEE	PROGRAM	AMOUNT	CODE
Devon Spellman 352 W. Shore Trail Sparta, NJ 07871	2021 Drive In Movie Night (Casper)	20.00	3
Gianna McCall 22 Summit Road Oak Ridge, NJ 07438	2021 Drive In Movie Night (Casper)	20.00	3

**CONSENT AGENDA RESOLUTION #21-265**

**“RESOLUTION AUTHORIZING THE TOWNSHIP ADMINISTRATOR TO EXECUTE A TREATMENT WORKS APPLICATION (TWA) ON BEHALF OF THE MUNICIPALITY – 183 BLUE ROAD, BLOCK 339 LOT 2.183”**

WHEREAS, Joanne Ingis, the owner of property known as **183 Blue Road, Block 339 Lot 2.183**, has made application to the NJDEP for a Treatment Works Approval (TWA) permit for a Single Family Sewage Holding Tank; and

WHEREAS, it is necessary that the municipality consent to the applications; and

WHEREAS, the applications have been reviewed and approved by the Township Engineer and no objections to consent of submittal of the applications have been noted.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, Morris County, New Jersey, that the Township Administrator is hereby authorized to execute the Treatment Works Application (TWA) for **183 Blue Road, Block 339 Lot 2.183**, signifying the consent of the Governing Body.

**CONSENT AGENDA RESOLUTION #21-266**

**“RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT FOR SURVEYING SERVICES – DYKSTRA ASSOCIATES, PC”**

WHEREAS, the Township of Jefferson has a need for professional Surveying services for a NJ Green Acres Open Space Acquisition, Wings Adventure, Inc., off Taylor Road (Block 271, Lot: 2); and

WHEREAS, the Township of Jefferson has decided to award the contract for this service as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, Dykstra Associates, PC has submitted a proposal indicating that Surveying services will be provided for a fee not to exceed \$21,400.00; and

WHEREAS, Dykstra Associates, PC has completed and submitted a Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate, committee or employee for those positions listed on the Business Entity Disclosure Certification Form in the previous one year, and that the contract will prohibit Dykstra Associates, PC from making any reportable contributions through the term of the contract; and

WHEREAS, the Chief Financial Officer (CFO) of the Township has determined and certified in writing that the value of each acquisition will exceed \$17,500; and

WHEREAS, pursuant to N.J.A.C. 5:30-5.5 (b) a certificate showing availability of funds has been provided to the Township by the Chief Financial Officer of the Township, certifying that funds for said contract are available and are designated to a line item appropriations designated below and totaling \$21,400.00.

**T-19-56-860-000-801**

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, in the County of Morris, State of New Jersey that this professional contract is hereby authorized and approved by the Township Council.

BE IT ALSO RESOLVED:

**Section 1.** The Mayor and Township Clerk are hereby authorized and directed to execute an agreement with Dykstra Associates, PC, 11 Lawrence Road, Suite 1, Newton, NJ 07860 for Surveying services to the Township of Jefferson for a fee not to exceed \$21,400. 00.



**Section 2.** This contract is awarded as a "Professional Service" in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law.

**Section 3.** The term of this agreement shall be for 12 months or completion of the project.

**Section 4.** A notice of this action shall be printed once in the legal newspaper of the Township of Jefferson.

**Section 5.** The resolution authorizing the award of contract for "Professional Services" and the contract itself must be available for public inspection per the requirement of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)

**Section 6.** The Business Entity Disclosure Certification and the Determinations of Value be placed on file with this resolution.

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