

**JEFFERSON TOWNSHIP COUNCIL  
MUNICIPAL BUILDING  
1033 WELDON ROAD  
LAKE HOPATCONG, NJ 07849  
973-208-6100  
[www.jeffersontownship.net](http://www.jeffersontownship.net)**

**FEBRUARY 10, 2021  
SPECIAL MEETING - BUDGET – 6:00 PM  
MINUTES**

**1. CALL TO ORDER**

Council President Senatore read the meeting statement as follow: this Special Meeting is called pursuant to the provisions of the Open Public Meetings Law. Notice of this meeting, as well as a change to a meeting held via remote access only due to the Covid-19 pandemic and in response to State and Local Health Department guidelines, was sent to the official newspapers of the Township, the Daily Record and the Star Ledger, on **January 22, 2021**. In addition, notice was posted on the bulletin board in the Municipal Building on **January 22, 2021** and is and has been available to the public and is on file in the office of the Municipal Clerk; proper notice having been given, the Township Clerk is directed to include this statement in the minutes of this meeting, as well as the purpose of this meeting, which is to hold a discussion regarding the 2021 budget as well as to discuss or act upon public business.

Council President Senatore called the meeting to order at 6:10 pm.

**2. ROLL CALL**

	<b>Present</b>	<b>Absent</b>
<b>Mrs. Bennett</b>	<b>X</b>	
<b>Mr. Birmingham</b>	<b>X</b>	
<b>Mr. Smith</b>	<b>X</b>	
<b>Vice President Dunham</b>	<b>X</b>	
<b>President Senatore</b>	<b>X</b>	
<b>Mr. Ryan, Township Attorney</b>		<b>X</b>
<b>Ms. Reilly, Township Clerk</b>	<b>X</b>	

Ms. Reilly called the roll. All Council members were present remotely on Zoom. Also in attendance were Administrator Debi Millikin, Mayor Eric Wilsusen, Director of Information Technology Dave Van Valer, Chief Financial Officer Bill Eagen, Township Engineer Ed Haack, Assistant Township Engineer Jim Lutz, DPW Superintendent of Roads John Schultz, DPW Road Supervisor Troy Hackett, Police Chief Paul Castimore. Township Attorney Tom Ryan was absent.

**3. SALUTE TO THE FLAG**

Council President Senatore led the flag salute.

**4. PUBLIC COMMENT**

Council President Senatore opened the public comment portion of the meeting with the consent of the members present and asked speakers to state their name and address for the record.

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

**5. COUNCIL AND MAYOR DISCUSSION**

• **Department Budget Presentations**

Ms. Millikin introduced Mr. Lutz, the new Assistant Engineer.

**DPW/Engineering – John Schultz, Troy Hackett, Ed Haack & Jim Lutz**

Mr. Haack referenced the 2021 budget overview and the budget book he distributed. He said DPW/Engineering has the same goals as in the past five (5) years, which is to prioritize the needs of the Township with limited funds and manpower, as well as returning to the fundamental tasks of the DPW.

Mr. Haack said projects in this year's budget are prioritized based on cost, the length of time the problem has existed and, when it comes to paving, the condition of the roads. He said equipment items were selected to maintain productivity in the garage and replace vehicles in the fleet.

Mr. Haack mentioned that the Council has been provided a list of streets to be paved along with those to be cape sealed. He said the DPW/Engineering would like to continue the program of cape sealing roads that are in moderate to poor condition in an attempt to extend the life of the roads.

Mr. Haack explained that DPW/Engineering is proposing to continue replacing outdated emergency generators. He said three (3) were replaced last year, at the White Rock Sewage Treatment Plant, the pump station at the Acme shopping center and the pump station at the Berkshire Ridge condos, and the proposal is to replace three (3) more this year.

Mr. Haack stated that the Township received a DOT grant of \$351,700 for the reconstruction of Ridge Road, Section 1.

Mr. Haack detailed the \$1,882,370 proposed capital road program, which includes \$1,180,370 for hot asphalt paving in the Lake Winona and Prospect Point areas, \$25,000 for the Township's share of the Ridge Road Section 1 DOT grant, \$532,000 for cape sealing the Peaks, \$110,000 for guide rail replacement and \$35,000 for line striping. He said the budget book contains estimates and quotes.

Road Supervisor Troy Hackett explained the proposed \$445,000 capital equipment program, which includes a new light tower generator, a front end loader to replace the 2009 backhoe, replacement of the 2005 mini excavator, replacement of a pickup truck with plow, new containers for the hook-lift truck, and various pieces of shop equipment, such as a miller plasma cutter, mobile air filter, miller tig welder, and two (2) forty (40) foot containers for tires. Mr. Hackett said all new equipment will have warranties. Superintendent of Roads John Schultz said the Township has a spectacular fleet and they are trying to keep it that way.

Council President Senatore explained to members of the public that this is a special budget meeting and therefore there would be only one public comment. She said the regular Council meeting is next Wednesday and there will be two opportunities for public comment at that meeting.

Mr. Haack discussed the \$280,000 requested for capital building projects, including \$110,000 to replace the old diesel generator at the municipal building with a new natural gas generator, \$75,000 in recycling center upgrades, \$20,000 in wash bay upgrades, \$30,000 in interim repairs for the health center, and \$45,000 to replace generators at the health center/dog pound and at the Terry Place pump station. Mr. Haack said the recycling center project is a two (2) year project in which the yard will be reconstructed and repositioned so it is more efficient to operate. He mentioned that the twenty (20) year old underground fuel tanks will need to be moved above ground, and a canopy will need to be installed over the recycling containers in order to prevent the contamination of recycling.

In response to Council Vice President Dunham's question about water for the wash bay, Mr. Haack said that the Township is trying to bring public water over to the area since the wells are barely adequate. He said it will not be cheap to do so and in addition, the Township would need another storage tank. He said costs for this project are not included in this budget. He also mentioned that eventually, the Health Center will need to be replaced entirely or moved and that is why the repairs are interim. Council discussed the possibility of grant money for some of these projects. Councilman Birmingham suggested a Community Development Block Grant for the Health Center but Mr. Haack said some of these repairs cannot wait. Council President Senatore suggested involving the High School Environmental Science students in a project to obtain grant funding. Mayor Wilsusen said he could certainly ask and reminded Council that the Township has a contract with Millennium to look for grants.

Mr. Haack said the operating budget has minimal increases. Mr. Eagen stated that most of the operating budgets were set back to the 2020 budgeted amount.

In reference to Council questions about the generators, Mr. Haack said he earmarked generators that take care of the sewer operations first. He remarked that he wasn't sure that those expenses belonged in his budget versus the utility budget but that the generators need to be replaced. Mr. Eagen said he would evaluate where the funds should be budgeted.

#### **Police Department – Chief Castimore**

Chief Castimore said he had two (2) capital requests, \$16,000 for gas mask replacement and \$18,000 for a new electronic message board. He said the gas masks that need to be replaced are sixteen (16) years old, dry rotted, don't seal to the officers faces and new canisters are unavailable. He explained that one of the three (3) electronic message boards failed so he would like a new one like OEM has. Chief Castimore said he uses the message boards a lot for special events, emergencies and closures and he would give the old sign board to Recreation or DPW. Councilman Birmingham asked about solar speed signs and Chief Castimore said the Police Department has three (3).

Council Vice President Dunham asked about the purchase of police cars and Chief Castimore said he would like to purchase four (4) new patrol cars this year. He said he would like to purchase them early. He mentioned that the Township had just received last year's cars and they aren't on the road yet due to some delays installing equipment because of Covid. Mr. Eagen said there is \$35,000 in the budget earmarked for police car conversions.

Council President Senatore asked about body cameras. Chief Castimore said there is \$30,000 in the budget but he is waiting on direction from the State. He explained that per the State, the police are supposed to have body cameras by June, but the State has not been clear on funding. He said Special Police will also have to have cameras and this means he has to increase his numbers. Chief Castimore said it's uncertain if the State will only fund the cameras or if they might include funds for storage. He explained that the cameras aren't expensive but the storage and infrastructure are costly. He said the IT team has the storage and infrastructure set up.

Councilman Birmingham asked if the car cameras are effective and if they are mandated. Chief Castimore said the car cameras are very effective but that only body cameras are mandated by the State. He said the body and car cameras will talk to each other once set up. Councilwoman Bennett asked if the \$30,000 covered body cameras for all officers and Chief Castimore said no, it only covers patrol officers and he will need additional cameras for the special officers. In reference to capital expenses for car cameras he explained that the Township has a five (5) year contract on the car cameras. He stated that for four (4) years there will only be operating expenses and then in the fifth year there will be another capital request.

Chief Castimore said the increase in car fees for outside employment netted about \$32,000 in 2019 and \$66,000 in 2020, so the Township has been able to recoup some of their costs. He said the Township will lose revenue with the new marijuana laws, as the Township has a lot of marijuana arrests and won't get those fees any longer. Mayor Wilsusen said bail reform has caused a decrease in court income.

Chief Castimore mentioned that he is working with IT and Bill Eagen to implement an online payment system for firearms fees in order to make the process more efficient. He also mentioned that Sergeant Hale was on the Zoom call, and stated that he, Sergeant Hale and Mr. Mangold had reviewed the communications requests and that there were no increases and everything was operating smoothly.

Mr. Eagen stated that the temporary budget had been increased to allow for the purchase of the patrol cars. He said he thought a resolution might be placed on one of the March meeting agendas.

Council Vice President Dunham asked about next year's capital expense of \$40,000. Chief Castimore stated that Traffic & Safety will need a new vehicle as the current vehicle will have over 100,000 miles. Council Vice President Dunham said the vehicle is only three (3) years old. Chief Castimore concurred but said the vehicle is driven all over town daily and also pulls the trailers.

Council President Senatore announced the next meeting will be February 17<sup>th</sup> at 6 pm. She asked if Council will be getting more budget reports Friday. Ms. Millikin said there will be no new reports unless Mr. Eagen has new budget numbers. She said the strategic plan will be discussed at the next meeting and there will be the need for an executive session. Council President Senatore mentioned again that there will be two (2) public comment sessions at the next meeting.

#### **6. ADJOURNMENT AT 7:26 PM**

Motion made by Council Vice President Dunham, second by Councilman Birmingham, to adjourn the meeting at 7:26 pm, with all members in favor signifying by "Aye."

**February 10, 2021**

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**Michele Reilly, Township Clerk**

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**Melissa Senatore, Council President**

**Michele Reilly, RMC, CMR**  
**Township Clerk**  
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