

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

OCTOBER 6, 2021
REGULAR MEETING – 7:00 PM
MINUTES

1. CALL TO ORDER

Council President Senatore read the meeting statement as follows: This meeting is called pursuant to the provisions of the Open Public Meetings Law. This meeting of **October 6, 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**.

Council President Senatore called the meeting to order at 7:00 pm.

2. ROLL CALL – Township Clerk

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

Ms. Reilly called the roll. All Council members were present. Also in attendance were Mayor Eric Wilsusen, Administrator Debi Millikin, Chief Financial Officer Bill Eagen.

3. SALUTE TO THE FLAG

Council President Senatore led the flag salute.

4. SPECIAL PRESENTATIONS

• **Proclamation – Knock Out Opioid Abuse Day**

Mayor Wilsusen introduced his wife, Municipal Alliance Chair Kristine Wilsusen. Ms. Wilsusen thanked the Mayor and Council for recognizing Knock Out Opioid Abuse Day and spoke to its importance. Mayor Wilsusen then read the proclamation.

5. 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.

Robert Caruso – 30 Brady Boulevard

Mr. Caruso referenced the email he sent to the Mayor and Council on September 24th. He said he was told the Township is building a balance park right behind his house and he is against the project. He stated that the Township owns 1200 other acres where this project could be placed, including Camp Jefferson. He said that in his opinion, the trails are enough and cited concerns about traffic and trash as his reasons for objecting to the project. Mr. Caruso also commented on issues with ATV's on the trails.

Pete Shropshire – 26 Brady Boulevard

Mr. Shropshire stated that he was also against the balance park project. He said he doesn't want any additional attention to their dead end street and that the neighborhood has experienced problems before with theft. He stated that his neighborhood is currently nice and peaceful and he would like it to stay that way and not become another Florida Avenue.

Gerard Ginolfi – 4 Martin Avenue

Mr. Ginolfi referenced the letter he received in July regarding private roads. He stated that the residents of Martin Avenue petitioned the Township in 2000 to take over the road and were denied because the road needed improvements, per the Township Engineer at the time. He said that the Township improved the road about seven (7) years ago and has been plowing the road for over twenty (20). Mr. Ginolfi stated that he thought Martin Avenue should be a Township Road. Ms. Millikin told Council the Township is currently doing a title search on Martin Avenue.

Sheri Hopewell – 24 Brady Boulevard

Said she was opposed to the bike park right in her backyard. She said she can already see the people walking on the trails behind her house.

Mayor Wilsusen said he has been communicating with anyone who contacts him regarding the park. He stated that the balance park is a proposal developed by the Trails Committee that he recently formed. He said the park is to be meant for kids ten (10) and under. He explained that the Committee has been GPS plotting the project and that he will be meeting with all the residents once he has more information. Council President Senatore asked Mayor Wilsusen if he was looking at other locations and he said no. She asked if the project would be presented to Council and Mayor Wilsusen said yes.

Mr. Caruso said he wanted the project stopped before it starts and asked how the Township would police the park to make sure only children under ten (10) are using it. He said he asked for a patrol plan and a maintenance plan when the trails were put in and never received a response.

Council President Senatore asked Mayor Wilsusen to communicate the resident's unhappiness to the Trails Committee. Mayor Wilsusen replied that the area under consideration is a recreation area.

Jaclyn Shropshire – 26 Brady Boulevard

Ms. Shropshire stated there are other places available for this project.

Mayor Wilsusen stated again that the project was a proposal and not a decision.

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

6. ORDINANCES –PUBLIC HEARING AND VOTE FOR ADOPTION

ORDINANCE #21-23 - ORDINANCE AMENDING SECTION 490-35, “CONDITIONAL USES”, OF THE TOWNSHIP OF JEFFERSON MUNICIPAL CODE BY ADDING SUBSECTION Q PROVIDING FOR THE CONDITIONAL USE OF APARTMENT UNITS ABOVE COMMERCIAL USES WITHIN THE C-1 AND C-2 DISTRICTS

WHEREAS, the Jefferson Township Council has reviewed the recommendations provided in the Township Reexamination Report, adopted by the Jefferson Land Use Board on February 22, 2021, and has determined that the proposed zoning changes to the C-1 Neighborhood Business District and the C-2 Highway Business District are advisable.

NOW THEREFORE, BE IT ORDAINED, by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that the Jefferson Township Municipal Code is hereby amended to revise Section 490-35 “Conditional uses” as follows:

SECTION I Section 490-35 of the Jefferson Township Municipal Code is hereby amended to add new subsection Q as follows:

§490-35 Conditional uses.

- Q. Apartment units above ground floor of Commercial uses. Within the C-1 and C-2 Districts living and sleeping accommodations for households in conjunction with a permitted commercial use shall be permitted under the following conditions:
- (1) Only studio units, one-bedroom units and two-bedroom units are permitted.
 - (2) The residential units shall have a separate and direct entrance via an unobstructed passageway from the ground.
 - (3) The residential entrance shall provide adequate interior space for mail boxes and package deliveries.
 - (4) No boarders shall be permitted to occupy such apartments, nor shall any portion of the space within the apartment be sublet or rented out for any period of time.
 - (5) The residential use shall be incidental to the commercial use, shall be located in the principal building and shall only available above the ground floor of the permitted commercial use.
 - (6) Off-street parking shall be in addition to the required parking for the commercial use and shall be provided in accordance with New Jersey Residential Site Improvement Standards.

SECTION II

All ordinances or parts of ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistencies.

SECTION III

If any article, chapter, subchapter, paragraphs, phrase or sentence is, for any reason, held to be unconstitutional or invalid, said article, chapter, subchapter, paragraph, phrase or sentence shall be deemed severable.

SECTION IV

Upon introduction of this Ordinance, it shall be referred to the Township’s Planning Board for review pursuant to N.J.S.A 40:55D-26 & 64, prior to final adoption by the Township Council.

SECTION V

This Ordinance shall take effect immediately upon final publication as provided by law.

If adopted this Ordinance shall take effect after publication and passage as provided by law.

PUBLIC HEARING

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.

INTRODUCTION: SEPTEMBER 1, 2021

ADOPTION: OCTOBER 20, 2021

Council Member	By	2 nd	Yes	No	Abstain	Absent	By	2 nd	Yes	No	Abstain	Absent
Mr. Birmingham		X	X						X			
Mr. Kalish			X					X	X			
Mr. Smith			X						X			
Vice President Dunham	X		X				X		X			
President Senatore			X						X			

7. COUNCIL AND MAYOR DISCUSSION

Update Chapter 403, Smoking; Sale of Tobacco Products

Ms. Millikin said the Administration has no issue with the Ordinance, but since prohibiting smoking on municipal property will affect some employees she and the Mayor would like this change considered next January so they can notify personnel and update the personnel manual. Council Vice President Dunham said he did not object to the delay as long as the Ordinance is passed in the future. Mayor Wilsusen said the Administration would have to figure out what they will do for some employees and Council Vice President Dunham said he didn’t think the Township would have to make accommodations. Mr. Ryan confirmed that no legal accommodation is required. Mayor Wilsusen said he wanted to give notice and allow employees the opportunity to quit. Council Vice President Dunham suggested the employee assistance program may have a smoking cessation program for employees.

Update Personnel Policy, Chapter 7:3, Performance Evaluations

Ms. Millikin said she had highlighted the changes to the policy, including a different rating schedule and a change in the rating period. She said the new rating schedule is one easy unified form which will make evaluations easier for the Department Heads. She said the

policy spells out that Department Heads will be evaluated by the Administrator, the Administrator will be evaluated by the Mayor, and the Clerk will be evaluated by the Council. Ms. Millikin said the policy affects all employees except police. Council had no issue with updating the policy.

- **3rd Quarter Budget Update – CFO Bill Eagen**

Mr. Eagen explained that current fund expenditures are at eighty percent (80%) through nine (9) months of the year, versus seventy-seven percent (77%) at this time last year. He said this is not bad as a lot of expenditures occur at the beginning of the year. He said he hopes to continue to build surplus in the current fund.

Mr. Eagen stated that the water operating budget is always tight but is right where he expected it to be. There was discussion about the water purchased from the County and Ms. Millikin mentioned the leak detection program. She said she will make sure this is being done by the Township so Jefferson is not buying water it doesn't need.

Mr. Eagen said that overall, the sewer budget is in pretty good shape. He said he has been working with the long range plan consultants and conducting a rate study for water and sewer rates. He stated he is hoping to have the Council consider passing increases to the rates by the end of the year.

Mr. Eagen reviewed his "watch list" and said legal expenses are in good shape. He mentioned that IT operating is up one hundred four percent (104%) due to overtime. He said the department is still trying to gage how much overtime is needed as this is only the second year they have had a full time department. He mentioned that some of their work is done after hours and Mayor Wilsusen said cyber stuff is not helping. Mr. Eagen also mentioned the over-expenditure in Tax overtime and explained that there are employees in class on nights and weekends.

Mr. Eagen said salary/wage and operating expenses for the police, road department and buildings and grounds are in good shape. He stated that the first three (3) months of 2021 were tough with much snowfall so the Township is not in as good shape as he would like, with only \$350,000 in the snow bank. He mentioned that the DPW has just purchased salt and that hopefully it is enough to get the Township through the remainder of the year.

Councilman Smith asked if the Township received funds to offset Covid and Mr. Eagen said yes. He reported receiving American Rescue Funds this year and grants last year.

Mr. Eagen said Recreation salary and wage will have some summer camp recharges. He mentioned that gas prices have increased but it is still cheaper than oil and propane. He said that social security taxes are high and this account may need a recharge.

Mr. Eagen reviewed overtime and said that the budget is at forty-three percent (43%) overall. He mentioned the IT and Tax departments again, as well as Health, which has seen increased expenses due to the pandemic, and the building department, which is transitioning to a new employee and typically has a very small overtime budget. Councilman Birmingham asked if Mr. Eagen was keeping a year to year comp time analysis. Mr. Eagen said many employees are on a "use it or lose it" policy for comp time. Councilman Birmingham said the police can accrue four hundred eighty hours (480) of comp time and Ms. Millikin said the new contract gives them fewer hours.

Mr. Eagen discussed the Township's revenues and said September is still not closed out so this is an eight (8) month comparison. He said the UCC fees are at almost one hundred percent (100%) of anticipated revenue already and this will help offset other revenue categories that are behind, like the interest on investments. He mentioned that the tax sale is coming up. He said Court has been a little more active this year, and also reminded Council that the Township used a three (3) year average of Court fees to anticipate Court revenue this year, a measure that was allowed by the State due to Covid. Mayor Wilsusen said fee shifting has led to a decrease in Court fees. Councilman Birmingham asked why a bailiff was necessary for virtual court.

Mr. Eagen gave a preliminary camp report. He said they are close to breaking even this year and he will be giving a full report soon. He stated that the revenue was \$301,000 and that expenditures and salary/wage for camp equaled \$175,000, leaving a balance of \$126,000. He said the goal is to charge off \$130,000 of overhead charges for salaries, benefits and pensions for the full time employees to the camp. Ms. Millikin mentioned that camp attendance was low and also that camp trips were cut from the program due to the pandemic.

Mr. Eagen reported that most departments have submitted 2022 budgets.

8. ADMINISTRATIVE REPORTS OF MAYOR AND ADMINISTRATOR

Mayor Wilsusen said he had issued a personnel order to report the hiring of Amanda Hackett as a new part-time nurse. He said Desirae Nigro is now per diem.

Mayor Wilsusen reported a virtual meeting with the Department of Transportation regarding the Weldon Road Bridge project. He said JCP&L is going to work on the high voltage lines that are under the bridge and re-route them. He said that DOT will be removing the entire structure and abutments in the spring of 2022 and they plan to raise the height of the bridge to sixteen (16) feet when it is rebuilt. Mayor Wilsusen said the project is expected to be completed in two (2) years.

Mayor Wilsusen thanked all who attended the employee appreciation barbeques. He reported attended the Lake Hopatcong Block Party last Saturday and said it was a well-attended event. He mentioned that tomorrow at 10 am the Kessler ribbon cutting will take place at the Lakeside Shopping Center. Mayor Wilsusen said the Wrobo Run was held on Sunday, the Mayor's Walk with Mt. Arlington's Mayor will take place this Saturday at the Prospect Point Preserve, and the fall fest will be held on October 23rd at Camp Jefferson. He thanked the Economic Development Committee and Grace Rhinesmith for their efforts and said there will be tables set up for local businesses to promote themselves.

Ms. Millikin said she attended the Lake Hopatcong Block Party and ran in the Wrobo Run with Chief Castimore. She said the police addition is progressing. She mentioned that Laumar Roofing had to delay the start of re-roofing the municipal building due to weather but they should be starting soon and the project will last three to four (3-4) weeks.

Ms. Millikin said the title search on Timberwood Lane shows the Township does not own the road and letters reflecting that information were sent out to (3) residents.

Ms. Millikin mentioned the asbestos siding has been removed from the Recreation building and the building has been wrapped. Councilman Birmingham mentioned the roof leak in the main lodge and Ms. Millikin said it's on her radar.

9. COUNCIL REPORTS

Councilman Kalish reported attending the Blue Collar appreciation barbeque, as well as the six (6) hour Rutgers class entitled "Powers and Duties of the Municipal Governing Body". He said the course exceeded his expectations.

Councilman Birmingham said it was good timing with the Knock Out Opioid Day proclamation. He mentioned that the new County Prosecutor was at the Morris County League meeting and gave a great presentation. He said the Prosecutor is trying to deal with bail reform and prosecuting people who sell the drugs for homicide.

Councilman Birmingham said he listened to a presentation on early voting in New Jersey and he thinks it probably should have been tested further prior to implementation.

Councilman Birmingham mentioned that the County cleaned Espanong Road and will be cleaning five (5) linear miles of Berkshire Valley Road.

Councilman Smith stated that he attended the Lake Hopatcong Block party and that Jefferson was well represented. He said the Police and EMT's were there and the fire boat put on a display. He also reported attending the DPW/Recreation employee barbeque and the Morris County League dinner.

Council Vice President Dunham said he attended the Library Board meeting. He also reported attending the funeral service for Joan Miller.

Council Vice President Dunham said he attended the banner ceremony at the municipal complex. He said he thought the banners were a terrific project and worthwhile for the Township to maintain. He thanked Mayor Wilsusen for the new sign at Veterans Park and said the veterans in town have noticed how well the area is maintained. Mayor Wilsusen said new lighting had also been installed.

Council Vice President Dunham said Jack Kelly is back at home with the assistance of an aide and the service for his wife Rose will be held on October 16th at St. Thomas the Apostle Church.

Council Vice President Dunham asked Ms. Millikin if the Township was moving ahead with Air BnB regulations and she said yes. He also asked where the Township stood with the DEP and the Emerald Island Bridge. Ms. Millikin said the FEMA mitigation grant application is due November 15th. She said once the Township knows if it will receive funding the DEP paperwork will be submitted. Ms. Millikin confirmed that there is emergency access for the fire trucks through Lakeside Field.

Council President Senatore said she attended the employee barbeque and Sunday's flag/banner ceremony. She thanked Mayor Wilsusen and organizer Tricia Strasser.

Council President Senatore asked about the Lower Longwood Lake Road Bridge and Ms. Millikin said she will look into who is responsible for maintaining the bridge. Mayor Wilsusen said he believes it is a right of way.

Council President Senatore said she was happy that the Fall Festival is returning. She mentioned making sure the Police were aware of some of the Tik Tok challenges going around the High School, as some of them are destructive.

Mayor Wilsusen said he forgot to mention the Walk-A-Thon at the High School on October 16th at 9:30 am and the fall trail cleanup run by the Trails Committee on the 16th at 9:00 am.

10. ORDINANCES – FIRST READING

ORDINANCE #21-24 – ORDINANCE AMENDING CHAPTER 403, SMOKING; SALE OF TOBACCO PRODUCTS, SPECIFICALLY SECTION 403-1 ENTITLED "DEFINITIONS", SECTION 403-2 ENTITLED "PROHIBITION OF SMOKING IN PUBLIC PLACES; SIGNS TO BE POSTED," AND SECTION 403-6 ENTITLED "ENFORCEMENT"

WHEREAS, the Jefferson Township Council has reviewed the Township Code regarding smoking and has determined that revisions are necessary to include the prohibition of smoking on all Township leased or owned property and in all Township leased or owned buildings.

NOW THEREFORE, BE IT ORDAINED, by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that the Jefferson Township Municipal Code is hereby amended to revise Section 403-1 "Definitions", Section 403-2 "Prohibition of Smoking in Public Places; Signs To Be Posted." and Section 403-6 "Enforcement," as follows:

SECTION I

Section 403-1 of the Jefferson Township Municipal Code is hereby amended by adding the following definitions:
Township Properties.

All lands and grounds leased or owned by Jefferson Township, including but not limited to all recreation fields, parking areas and grounds adjacent to the buildings leased or owned by Jefferson Township.

Section 403-2 of the Jefferson Township Municipal Code is hereby amended as follows:

- A. Smoking in Public Buildings, on Township properties, on recreation properties and on Board of Education properties as herein defined within the Township of Jefferson is prohibited.
- B. "No Smoking" signs or the international no smoking symbol (consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a diagonal red line through its cross-section) shall be posted at each public building entrance and within said building, as well as at conspicuous locations on Township properties, on recreation properties and Board of Education properties, in a number and in a manner determined by the administrator in charge of each such building or on such Township property, Board of Education property or recreation property to be sufficient to inform the public that there is no smoking allowed within the public buildings or on any such Township, Board of Education or recreation properties. The signs may contain a warning that smoking within the building or on any such property is subject to a fine. The failure to post any such sign shall not be a defense to a violation of this chapter.

Section 403-6 of the Jefferson Township Municipal Code is hereby amended as follows:

The enforcement authorities of this chapter shall be the police officers of the Township of Jefferson, the Health Officer of the Township of Jefferson, and the Township Code Enforcement Officer, and their respective designees.

SECTION II

All ordinances or parts of ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistencies.

SECTION III

If any article, chapter, subchapter, paragraphs, phrase or sentence is, for any reason, held to be unconstitutional or invalid, said article, chapter, subchapter, paragraph, phrase or sentence shall be deemed severable.

SECTION IV

This Ordinance shall take effect immediately upon final publication as provided by law.

MOTION TO TABLE:

Council Member	By	2 nd	Yes	No	Abstain	Absent	By	2 nd	Yes	No	Abstain	Absent
Mr. Birmingham			X									
Mr. Kalish			X									
Mr. Smith		X	X									
Vice President Dunham	X		X									
President Senatore			X									

ORDINANCE #21-25 – ORDINANCE ESTABLISHING SALARY RANGES AND BENEFITS OF OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF JEFFERSON

WHEREAS, the Township Council of the Township of Jefferson, Morris County, New Jersey, is required to establish by Ordinance the salary or salary ranges of officers and employees of the Township of Jefferson; and

WHEREAS, there is an existing Ordinance setting forth salary ranges of officers and employees of the Township; and

WHEREAS, the Township wishes to adopt an Ordinance, **effective January 1, 2021**, establishing the salary ranges and other benefits with reference to the officers and employees of the Township of Jefferson; and

WHEREAS, it is the intention that this Ordinance shall replace and repeal all other pre-existing ordinances setting forth the salary ranges of officers and employees of the Township of Jefferson.

NOW, THEREFORE, BE IT ORDAINED, as follows:

SECTION ONE: There is hereby established the following salaries and/or rates of compensation for the officers and employees of the Township of Jefferson, **effective January 1, 2021**, as follows:

OFFICE OF THE CLERK	MINIMUM	MAXIMUM
POSITION		
Council President	\$3,500	\$6,732
Council Member	\$3,000	\$5,610
Township Clerk	\$37,450	\$122,267
Deputy Township Clerk	\$18,000	\$85,551
Deputy Township Clerk P/T	Prevailing minimum wage	\$24.19 per hour
Advisory Board Secretary P/T	Prevailing minimum wage	\$24.19 per hour
Assistant Municipal Clerk	\$18,000	\$56,954
OFFICE OF THE MAYOR	MINIMUM	MAXIMUM
POSITION		
Mayor	\$8,000	\$11,220
ADMINISTRATION	MINIMUM	MAXIMUM
POSITION		
Township Administrator	\$45,000	\$188,964
Administrative/Confidential Scty.	Prevailing minimum wage	\$87,550
Receptionist/Typist	\$19,890	\$45,693
Receptionist/Typist P/T	\$14.00 per hour	\$24.19 per hour
Wedding/Civil Union Services	\$0 - May waive fee	\$200.00 per service
Public Information Assistant	\$10,000	\$25,740
Director of I.T.	\$40,000	\$96,663
Computer Service Technician	\$40,682	\$53,914
Sr. Computer Service Technician	\$53,276	\$73,224
FINANCE DEPARTMENT	MINIMUM	MAXIMUM
POSITION		

Chief Financial Officer	\$45,000	\$170,512
Supervising Principal Personnel Tech	\$45,000	\$107,708
Senior Personnel Technician	\$19,000	\$73,224
Principal Payroll/Personnel Clerk	\$19,000	\$65,000
Supervisor of Account	\$17,000	\$83,755
Assistant Municipal Treasurer	\$26,000	\$92,131
Assistant Purchasing Agent	\$21,000	\$87,882
Senior Purchasing Assistant	\$21,000	\$56,865
Payroll Clerk P/T	\$1,000	\$2,574
TAX ASSESSOR	MINIMUM	MAXIMUM
POSITION		
Tax Assessor	\$37,450	\$78,206
TAX COLLECTOR	MINIMUM	MAXIMUM
POSITION		
Municipal Tax Collector/Cashier	\$25,000	\$119,712
Assistant Municipal Tax Collector	\$15,000	\$73,224
Senior Account Clerk	\$15,000	\$70,323
MUNICIPAL COURT	MINIMUM	MAXIMUM
POSITION		
Judge of the Municipal Court	\$40,000	\$67,198
Municipal Court Administrator	\$25,000	\$107,708
Deputy Court Administrator	\$15,000	\$63,986
Deputy Court Administrator Bilingual English/Spanish	\$15,000	\$70,079
Assistant Court Administrator	\$15,000	\$78,206
Violations Clerk	\$15,000	\$45,693
LAND USE BOARD	MINIMUM	MAXIMUM
POSITION		
Technical Assistant Land Use	\$15,000	\$63,986
ENVIRONMENTAL COMMISSION	MINIMUM	MAXIMUM
POSITION		
Clerk P/T	\$15.00 per meeting	\$35.00 per meeting
FIRE PREVENTION BUREAU	MINIMUM	MAXIMUM
POSITION		
Fire Official	\$1,000	\$107,708
Fire Inspection P/T	\$15.00 per hour	\$37.00 per hour
POLICE DEPARTMENT	MINIMUM	MAXIMUM
HIRED ON OR BEFORE 8/01/11		
POSITION		
Chief of Police	\$120,229	\$214,113
Captain	\$114,504	\$182,501
Lieutenant Step 1	\$139,883	\$166,555
Lieutenant Step 2	\$146,438	\$174,361
Sergeant Step 1	\$127,363	\$151,648
Sergeant Step 2	\$133,324	\$158,745
Police Officer Step 7	\$121,401	\$144,550
POLICE DEPARTMENT	MINIMUM	MAXIMUM
HIRED ON OR AFTER 8/02/11		

POSITION		
Chief of Police	\$120,229	\$214,113
Captain	\$114,504	\$182,501
Lieutenant Step 1	\$137,699	\$164,759
Lieutenant Step 2	\$144,255	\$172,603
Sergeant Step 1	\$125,181	\$149,780
Sergeant Step 2	\$131,141	\$156,913
Academy Step	\$45,886	\$49,912
Police Officer Step 1	\$55,062	\$65,882
Police Officer Step 2	\$64,239	\$76,863
Police Officer Step 3	\$73,416	\$87,873
Police Officer Step 4	\$82,593	\$98,825
Police Officer Step 5	\$91,769	\$109,804
Police Officer Step 6	\$100,979	\$120,823
Police Officer Step 7	\$110,124	\$131,766
Police Officer Step 8	\$119,219	\$142,647
POLICE DEPARTMENT	MINIMUM	MAXIMUM
OUTSIDE EMPLOYMENT		
POSITION		
Police Officer	\$85.00 per hour	\$94.00 per hour
Sergeant	\$85.00 per hour	\$94.00 per hour
Lieutenant	\$85.00 per hour	\$94.00 per hour
Captain	\$85.00 per hour	\$94.00 per hour
Deputy Chief	\$85.00 per hour	\$94.00 per hour
Chief of Police	\$85.00 per hour	\$94.00 per hour
POLICE DEPARTMENT	MINIMUM	MAXIMUM
CIVILIAN EMPLOYEES		
POSITION		
Police Administrative Clerk	\$22,000	\$78,206
Special Law Enforcement Officer P/T	\$20.00 per hour	\$30.91 per hour
Senior Public Safety Telecommunicator	\$60,176	\$88,754
Public Safety Telecommunicator	\$50,345	\$76,296
Public Safety Telecommunicator P/T	\$20.80 per hour	\$25.00 per hour
Prosecutor	\$15,000	\$29,195
Prosecutor Special Sessions	\$175.00 per session	\$500.00 per session
COMMUNICATIONS	MINIMUM	MAXIMUM
POSITION		
<i>Assistant Director of Information Technology</i>	\$35,000	\$82,500
Communications Coordinator P/T	\$1,200	\$30,000
OFFICE OF EMERGENCY MANAGEMENT	MINIMUM	MAXIMUM
POSITION		
Office of Emergency Management Coordinator	\$2,000	\$50,000
Deputy Emergency Management Coordinator	\$2,000	\$25,000
CONSTRUCTION DEPARTMENT	MINIMUM	MAXIMUM
POSITION		
Construction Official	\$31,000	\$188,964
Zoning Officer P/T	\$20.00 per hour	\$30.90 per hour
Technical Assistant to Construction Official	\$25,000	\$73,224
Electrical Sub-Code Official P/T	\$25.00 per hour	\$53.68 per hour
Building Inspector/ <i>Fire Subcode Official</i> P/T	\$25.00 per hour	\$73.04 per hour
Code Enforcement Officer P/T	\$20.00 per hour	\$30.90 per hour

Plumbing Sub-Code Official P/T	\$25.00 per hour	\$50.49 per hour
Plumbing Inspector P/T	\$20.00 per hour	\$38.50 per hour
HEALTH & WELFARE DEPARTMENT	MINIMUM	MAXIMUM
POSITION		
Health Officer	\$32,000	\$100,113
Director of Health	\$10,480	\$15,000
Principal R.E.H.S.	\$70,000	\$86,990
Senior R.E.H.S.	\$47,000	\$70,000
R.E.H.S. Trainee	\$47,000	\$47,000
R.E.H.S. Year 2	\$51,690	\$51,690
R.E.H.S. Year 3	\$57,330	\$57,330
R.E.H.S. Year 4	\$62,965	\$62,965
R.E.H.S. Year 5	\$68,600	\$68,600
Public Health Nurse	\$25.00 per hour	\$52.80 per hour
Keyboarding Clerk 3/Registrar Vital Statistics	\$29,571	\$58,421
Practical Nurse P/T	\$15.00 per hour	\$33.00 per hour
Clinical Nurse P/T	\$15.00 per hour	\$25.00 per hour
Environmental Health Specialist	\$500.00 per month	\$1,329 per month
ANIMAL CONTROL	MINIMUM	MAXIMUM
POSITION		
Animal Control Officer	\$45,000	\$88,754
Animal Control Officer P/T	\$15.00 per hour	\$30.00 per hour
Animal Attendant P/T	\$15.00 per hour	\$25.00 per hour
RECREATION DEPARTMENT	MINIMUM	MAXIMUM
POSITION		
Director of Recreation	\$38,000	\$124,641
Recreation Leader	\$36,929	\$63,986
Recreation Program Coordinator	\$16,000	\$88,754
Recreation Aides P/T	\$1,000	\$5,500
Recreation Leader P/T	\$15.00 per hour	\$23.54 per hour
Camp Director	\$25,000	\$67,198
Camp Director P/T	\$15.00 per hour	\$27.50 per hour
Assistant Camp Director	\$14.00 per hour	\$23.00 per hour
Recreation Board Secretary	\$15.00 per hour	\$25.00 per hour
Park Attendant P/T	\$15.00 per hour	\$25.00 per hour
Head Track Coach	\$2,000 per season	\$4,400 per season
Assistant Track Coach	\$500 per season	\$770 per season
Track Coach	\$2,000 per season	\$4,400 per season
Junior Counselor	Minimum Seasonal Wage	\$15.00 per hour
Senior Counselor	Minimum Seasonal Wage	\$15.00 per hour
Head Counselor	Minimum Seasonal Wage	\$16.50 per hour
Field Supervisor	Minimum Seasonal Wage	\$16.50 per hour
After Care & Before Care	Minimum Seasonal Wage	\$15.00 per hour
Lifeguard	Minimum Seasonal Wage	\$16.50 per hour
Maintenance	Minimum Seasonal Wage	\$16.50 per hour
Science Specialist	Minimum Seasonal Wage	\$15.50 per hour
Program Specialist	Minimum Seasonal Wage	\$16.50 per hour
Music Specialist	Minimum Seasonal Wage	\$15.00 per hour
After Care Supervisor	Minimum Seasonal Wage	\$20.00 per hour
Photographer	Minimum Seasonal Wage	\$15.00 per hour
Rope Specialist	Minimum Seasonal Wage	\$15.50 per hour
Bus Assistant/Counselor	Minimum Seasonal Wage	\$15.00 per hour
Vocal Specialist	Minimum Seasonal Wage	\$15.00 per hour

Before Care & After Care EMT	Minimum Seasonal Wage	\$20.00 per hour
Instrument Assistant	Minimum Seasonal Wage	\$15.00 per hour
Substitute Nurse EMT	Minimum Seasonal Wage	\$19.80 per hour
Theater Specialist	Minimum Seasonal Wage	\$16.50 per hour
Art Specialist	Minimum Seasonal Wage	\$16.50 per hour
Cooking	Minimum Seasonal Wage	\$16.50 per hour
Rock Wall Specialist	Minimum Seasonal Wage	\$15.50 per hour
Clinic Nurse	Minimum Seasonal Wage	\$27.00 per hour
Bus Driver	Minimum Seasonal Wage	\$27.00 per hour
Elective Specialist	Minimum Seasonal Wage	\$20.00 per hour
Cleaning/Maintenance	Minimum Seasonal Wage	\$16.50 per hour
Safety Monitor	Minimum Seasonal Wage	\$25.00 per hour
PARKS DEPARTMENT	MINIMUM	MAXIMUM
POSITION		
Director of Parks	\$38,000	\$107,708
Maintenance Supervisor Grounds	\$23.35 per hour	\$42.88 per hour
Sr. Recreation Maintenance Worker	\$27.36 per hour	\$39.91 per hour
Maintenance Worker 1 Grounds	\$25.11 per hour	\$37.22 per hour
DIAL-A-RIDE DEPARTMENT	MINIMUM	MAXIMUM
POSITION		
Supervisor Omni Bus Operator (See Clerical)	\$35,393	\$73,224
Assistant Supervisor Omni Bus Operator	\$32,175	\$63,986
Omni Bus Operator	\$29,250	\$53,914
Omni Bus Operator P/T, Occasional	\$15.00 per hour	\$21.30 per hour
Clerk Drivers P/T Occasional	\$15.00 per hour	\$21.30 per hour
WATER & SEWER DEPARTMENT	MINIMUM	MAXIMUM
POSITION		
Director of Utilities	\$3,000	\$170,512
Administrative Clerk	\$18,000	\$63,986
Water Meter Reader P/T	\$15.00 per hour	\$22.87 per hour
Senior Sewage Plant Operator and Senior Water Plant Operator	\$40.52 per hour	\$56.17 per hour
Water & Sewer Repairer	\$32.82 per hour	\$46.45 per hour
Senior Water & Sewer Repairer	\$35.82 per hour	\$49.92 per hour
PUBLIC WORKS DEPARTMENT	MINIMUM	MAXIMUM
POSITION		
Municipal Engineer	\$50,000	\$188,964
Director of Public Works	\$47,356	\$124,759
Drafting Technician	\$40,000	\$73,224
Road Repairer Superintendent	\$47,356	\$134,747
Road Repairer Supervisor	\$38,000	\$110,311
Assistant Road Supervisor	\$38,000	\$88,414
Supervising Diesel Mechanic	\$87,036	\$97,255
Land Surveyor P/T	\$25.00 per hour	\$47.00 per hour
Senior Construction Inspector	\$38,000	\$88,414
Municipal Recycling Coordinator	\$950	\$5,000
Public Works Inspector	\$22.39 per hour	\$40.82 per hour
Heavy Equipment Operators	\$35.62 per hour	\$49.80 per hour
Mechanic	\$31.56 per hour	\$44.41 per hour
Senior Repair/Masons	\$28.56 per hour	\$41.35 per hour

Senior Mechanics	\$34.12 per hour	\$48.45 per hour
Mechanic's Helper	\$18.94 per hour	\$33.18 per hour
Truck Driver	\$28.56 per hour	\$41.35 per hour
Heavy Truck Driver	\$30.06 per hour	\$43.15 per hour
Supervising Heavy Equipment Operator	\$31.90 per hour	\$51.07 per hour
Engineering Aid	\$25,000	\$63,800
Senior Engineering Aid	\$35,000	\$88,955
Garage Attendant	\$19.18 per hour	\$29.85 per hour
Senior Recycling Operator	\$25.44 per hour	\$38.23 per hour
Equipment Operator	\$31.56 per hour	\$44.41 per hour
Road Repairer/Mason	\$23.69 per hour	\$34.97 per hour
Recycling Operator/Seasonal/P/T	\$16.76 per hour	\$30.26 per hour
Diesel Mechanic	\$28.56 per hour	\$41.35 per hour
Building Maintenance Worker P/T	\$21.89 per hour	\$34.89 per hour
Laborer 1	\$15.00 per hour	\$33.18 per hour
Maintenance Repairer	\$23.69 per hour	\$34.97 per hour
Truck Driver/Equipment Operator	\$30.06 per hour	\$43.15 per hour
Assistant Public Works Inspector	\$29.16 per hour	\$40.82 per hour
CLERICAL TITLES	MINIMUM	MAXIMUM
POSITION		
Keyboarding Clerk 1 P/T	\$15.00 per hour	\$20.00 per hour
Keyboarding Clerk 1	\$32,745	\$45,693
Keyboarding Clerk 2	\$35,000	\$53,914
Clerk 3 and Keyboarding Clerk 3	\$40,000	\$70,323
Clerk 4	\$47,447	\$73,224
Account Clerk	\$28,000	\$66,855
Senior Account Clerk	\$46,555	\$70,323
Principal Clerk	\$46,555	\$70,323
PUBLIC LIBRARY	MINIMUM	MAXIMUM
POSITION		
Library Director	\$55,154	\$103,950
Senior Librarian	\$47,320	\$79,279
Librarian	\$20.10 per hour	\$31.46 per hour
Supervising Library Assistant	\$40,000	\$69,982
Principal Library Assistant	\$30,059	\$59,214
Senior Library Assistant	\$26,000	\$51,178
Library Assistant	\$23,385	\$42,020
Principal Account Clerk	\$11.40 per hour	\$20.13 per hour
Messenger	\$75 per week	\$165 per week
Building Maintenance Worker	\$15.00 per hour	\$22.14 per hour

In addition, individuals taking minutes for ad hoc boards, advisory boards or regular boards will be paid \$35.00 per meeting.

SECTION TWO: Normal pay periods for Township employees and officials will be bi-monthly provided that the Township Administrator may establish suitable pay periods as approved by Council or as noted above.

SECTION THREE: The actual salaries of particular officers and employees or groups thereof may have previously been set by Resolution, and it is intended that the adoption of this Ordinance shall not affect any Resolutions affixing the actual salaries or compensation of any officers and employees, provided that said salaries or compensation are within the ranges set forth above.

SECTION FOUR: Additional benefits affecting certain officers and employees of the Township of Jefferson are as follows:

- A. The holidays for 2021 shall be as per contract presently in existence for that period.

B. Police Chief, Deputy Chief, Police Captain, and all Uniformed Officers are not entitled to longevity. All full-time Township employees not covered by a collective bargaining contract, and hired on or before November 1, 1997, shall be eligible for longevity awards in accordance with the agreement for OPEIU LOCAL 32 Blue Collar Unit, \$1,775.00, OPEIU LOCAL 32 Foremen’s Unit, \$1,775.00 for OPEIU LOCAL 32 White Collar Unit, \$1,775.00 with the exception of Dispatchers which are not entitled to longevity. All eligible members shall have longevity become a part of their base salary. Longevity shall be based on each base annual wage. The first day of July is the day upon which the total number of years of service shall be measured.

Employees hired after November 1, 1997 for OPEIU LOCAL 32 White Collar Unit, November 1, 1997 for OPEIU LOCAL 32 Blue Collar Unit and April 15, 1992 for OPEIU LOCAL 32 Foremen shall not be eligible for longevity. PBA Local 190 members have no exception to longevity payment.

C. Employees in positions deemed to be unclassified by the New Jersey Civil Service Commission will earn sick, vacation, personal and holiday time in accordance with the White Collar Union. They will also be entitled to Article 7, Paragraph C in the PBA contract “Deferred Compensation Plan”.

D. All specific salaries, holidays, vacation, longevity and other allotments of benefits to be granted to the individual members of OPEIU LOCAL 32, International Union of Production, Clerical, and Public Employees, White Collar Unit, OPEIU LOCAL 32 Blue Collar Unit, New Jersey Civil Service Association OPEIU LOCAL 32 Foremen’s Unit, P.B.A. Local 190, and Professional Staff Employees with certain agreements affecting the Municipal Corporation of the State of New Jersey, through their bargaining agents, or direct contract to the governing body.

SECTION FIVE: Nothing herein shall be intended to amend or in any way change any Collective Bargaining Agreements with reference to those officers or employees who are members of the collective bargaining unit, and to the extent that there is a discrepancy between any Collective Bargaining Agreement and the range of salaries or benefits set forth herein, the terms of the Collective Bargaining Agreement shall prevail.

Following introduction, the above Ordinance will be published in accordance with the law and a Public hearing will be held on **October 20, 2021**.

INTRODUCTION: OCTOBER 6, 2021

ADOPTION:

Council Member	By	2 nd	Yes	No	Abstain	Absent	By	2 nd	Yes	No	Abstain	Absent
Mr. Birmingham		X	X									
Mr. Kalish			X									
Mr. Smith			X									
Vice President Dunham			X									
President Senatore	X		X									

11. NEW BUSINESS

**RESOLUTION #21-239
“RESOLUTION OF THE GOVERNING BODY CERTIFYING THE ANNUAL AUDIT”**

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, the Annual Report of Audit for the year **2020** has been filed by a Registered Municipal Accountant with the Municipal Clerk pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the Township Council of the Township of Jefferson; and

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, at a minimum, the sections of the annual audit entitled “Comments and Recommendations”; and

WHEREAS, the members of the Township Council of the Township of Jefferson have personally reviewed at a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled “Comments and Recommendations”, as evidenced by the Group Affidavit Form of the governing body attached hereto; and

WHEREAS, such resolution of certification shall be adopted by the governing body no later than **forty-five days** after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

WHEREAS, all members of the Township Council of the Township of Jefferson have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52:

A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the Director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE BE IT RESOLVED, that the Township Council of the Township of Jefferson, County of Morris, State of New Jersey hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

Council Member	By	2 nd	Yes	No	Abstain	Absent
Mr. Birmingham	X		X			
Mr. Kalish			X			
Mr. Smith			X			
Vice President Dunham		X	X			
President Senatore			X			

12. MINUTES

September 14, 2021 – Regular

Council Member	By	2 nd	Yes	No	Abstain	Absent
Mr. Birmingham			X			
Mr. Kalish			X			
Mr. Smith	X		X			
Vice President Dunham		X	X			
President Senatore			X			

13. CONSENT AGENDA*

*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 #21-03
 Canine County Club of the Lake
 July 1, 2021 Through June 30, 2022

***APPOINTMENTS**

- Daniel C. Reina – Fire Company #1

***CONSENT AGENDA RESOLUTIONS:**

- 21-240 Resolution Authorizing the Payment of Bills
- 21-241 Resolution Authorizing the Refund of Overpayment(s) of Taxes
- 21-242 Resolution Authorizing the Refund of Overpayment(s) of Utility Fees
- 21-243 Resolution Authorizing the Solicitation of Qualifications for Professional Services Pursuant to N.J.S.A. 19:44A-20.4, 20.5 et seq. Pursuant To A "Fair and Open Process" For A Township Planner
- 21-244 Resolution Authorizing an Extraordinary Unspecifiable Good and Services Agreement for North Jersey Pump & Controls, LLC – For Period Ending December 31, 2021
- 21-245 Resolution Authorizing a Professional Services Agreement for Tree Removal & Trimming Services – JP Tree Works, Inc. – For Period Ending December 31, 2021
- 21-246 Resolution Authorizing Contract With Certain Approved Morris County Cooperative Purchasing Vendor – Road Safety Systems, LLC

Council Member	By	2 nd	Yes	No	Abstain	Absent
Mr. Birmingham			X			
Mr. Kalish			X			
Mr. Smith			X			
Vice President Dunham	X		X			
President Senatore		X	X			

14. 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.

15. EXECUTIVE SESSION

RESOLUTION #21-247 - 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.
- (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.
 - Township Clerk
 - Deputy Township Clerk
- (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 **October 6, 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.

Councilman Birmingham confirmed with Council President Senatore that Council would be resuming public session for the purpose of adjournment only and no further action would be taken. Council President Senatore announced same for the members of the public present.

Council Member	By	2 nd	Yes	No	Abstain	Absent
Mr. Birmingham			X			
Mr. Kalish			X			
Mr. Smith		X	X			
Vice President Dunham	X		X			
President Senatore			X			

Motion made by Councilman Smith, second by Council Vice President Dunham, to reconvene public session at 9:24 pm, with all members in favor signifying by "Aye."

16. ADJOURNMENT AT 9:24 PM

Motion made by Councilman Smith, second by Councilman Kalish, to adjourn the meeting at 9:24 pm, with all members in favor signifying by "Aye."

October 6, 2021

Michele Reilly, RMC, Township Clerk

Melissa Senatore, Council President

CONSENT AGENDA RESOLUTION #21-240

"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 October 6, 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 #21-241

“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
148	6	NJSL 301 LLC	\$ 2,304.47	5	2021
148	6	NJSL 301 LLC	\$ 100.00	10	2021
490	21	USBANK CUST TOWER DB IX 2019-1	\$26,515.80	5	2021
490	21	USBANK CUST TOWER DB IX 2019-1	\$15,100.00	10	2021
316	54	IRAEL MALAVE, JR	\$ 5,493.43	5	2021
			TOTAL	\$49,513.70	

CONSENT AGENDA RESOLUTION #21-242

“RESOLUTION AUTHORIZING THE REFUND OF OVERPAYMENT(S) OF UTILITY FEES”

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

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

WHEREAS, the Director of Utility 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. Overpayment at Closing	2. High Billing Estimates	3. Meter Reading Error
4. Credit X-Rate	5. Overpayment	6. Meter/Remote Discrepancy
7. Stuck Remote	8. Remote Reading Error	9. Account Reset Error
10. Meter Error	11. Reading Input Error	12. New Construction/Service Off
13. Inadvertent payment JTMU	14. Bill Code Error	15. Reimbursement for Repairs/Usage/Conn

BLOCK/LOT	NAME	AMOUNT	YEAR	CODE
453/4.01	Berkshire Ridge Homeowners Ass'n C/O WILKIN MANAGEMENT GROUP 1630 MILITARY CUTOFF RD STE 214 WILMINGTON, NC 28403	\$6,801.32	2021/Q1	3
		TOTAL:	\$6,801.32	

CONSENT AGENDA RESOLUTION #21-243

“RESOLUTION AUTHORIZING THE SOLICITATION OF QUALIFICATIONS FOR PROFESSIONAL SERVICES PURSUANT TO N.J.S.A. 19:44A-20.4, 20.5 et seq. PURSUANT TO A “FAIR AND OPEN PROCESS” FOR A TOWNSHIP PLANNER

WHEREAS, N.J.S.A. 19:44A-20.4, 20.5 et seq. went into effect January 1, 2006, and determined new procedures for awarding contracts in excess of \$17,500.00 for good and services, including professional services, which are not subject to bidding requirements under the Local Public Contracts Law; and

WHEREAS, the aforesaid State Statute address two types of contract processes, one known as the “Non-Fair and Open” process of contract awards and the “Fair and Open” process of contract awards; and

WHEREAS, the Township of Jefferson (“Township”) desires to undertake a “Fair and Open” process in awarding a contract from all professionals for a Township Planner to be filled by the Township pursuant to N.J.S.A. 19:44A-20.4, 20.5 et seq. on an annual basis, or when needed.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that the Township Administrator is authorized to publicly advertise in the newspaper named as the official newspaper of the Township of Jefferson and publicly solicit qualifications which will be established as the basis for an award of professional contracts for the above listed Township Professional position sought by the Mayor and Council.

CONSENT AGENDA RESOLUTION #21-244

“RESOLUTION AUTHORIZING AN EXTRAORDINARY UNSPECIFIABLE GOOD AND SERVICES AGREEMENT FOR NORTH JERSEY PUMP & CONTROLS, LLC. - FOR PERIOD ENDING DECEMBER 31, 2021”

WHEREAS, the Township of Jefferson has a need for **Water & Sewer Pumps and related control accessories**; 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, North Jersey Pumps & Controls, LLC. has submitted a proposal for **Water & Sewer Pumps and related control accessories** will be provided; and

WHEREAS, an annual fee for \$40,000.00 per year; shall not be exceeded; and

WHEREAS, North Jersey Pumps & Controls, LLC 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 North Jersey Pumps & Controls, LLC 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 not exceed \$40,000.00; 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 \$40,000.00.

1-05-55-500-000-556
1-07-55-500-000-571
C-06-55-521-011-503
C-08-55-521-012-503

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 North Jersey Pumps & Controls, LLC, 77 Yawpo Avenue, Oakland, NJ 07436 for **Water & Sewer Pumps and related control accessories** to the Township of Jefferson for an annual fee not to exceed \$40,000.00 per year.
- Section 2.** This is awarded as an Extraordinary Unspecifiable goods and services contract in accordance with N.J.S.A. 40A:11-6.1(b) of the Local Public Contracts Law.
- Section 3.** The term of this agreement shall be for one year, from January 1, 2021 through December 31, 2021.
- Section 4.** A notice of this action shall be printed once in the legal newspaper of the Township of Jefferson.
- Section 6.** The resolution authorizing the award of contract for “Extraordinary Unspecifiable 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 7.** The Business Entity Disclosure Certification and the Determinations of Value be placed on file with this resolution.

CONSENT AGENDA RESOLUTION #21-245

“RESOLUTION AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT FOR TREE REMOVAL & TRIMMING SERVICES – JP TREE WORKS, INC., – FOR PERIOD ENDING DECEMBER 31, 2021”

WHEREAS, the Township of Jefferson has a need for professional Tree Removal & Trimming services; 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, JP Tree Works, Inc. has submitted a proposal for Tree Removal & Trimming services will be provided; and

WHEREAS, an annual fee for \$25,000.00 per year; shall not be exceeded; and

WHEREAS, there is a need for additional Tree Removal & Trimming services that will go over the initial resolution dated June 23, 2021, and;

WHEREAS, the estimated additional amount needed is **\$15,000.00**; and

WHEREAS, JP Tree Works, 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 JP Tree Works, 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 additional services will **not exceed \$15,000.00**; 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 the additional funds for said contract are available and are designated to a line item appropriations designated below and **totaling \$40,000.00**.

1-01-26-260-291-271

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 JP Tree Works, Inc., 46 B Sanford Street, Dover, New Jersey, 07801 for **Tree Removal & Trimming** services to the Township of Jefferson for an annual fee **not to exceed \$40,000.00 per year**.

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 one year, from **January 1, 2021 through December 31, 2021**.

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

Section 6. 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 7. The Business Entity Disclosure Certification and the Determinations of Value be placed on file with this resolution.

CONSENT AGENDA RESOLUTION #21-246

"RESOLUTION AUTHORIZING CONTRACT WITH CERTAIN APPROVED MORRIS COUNTY COOPERATIVE PURCHASING VENDOR, ROAD SAFETY SYSTEMS, LLC."

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 Morris County COOP; and

WHEREAS, the Township of Jefferson has the need on a timely basis to purchase goods or services utilizing County contracts; and

WHEREAS, the Township of Jefferson passed a resolution on September 1st, 2021, resolution #21-228 to enter into contract in an amount of \$131,782.50 using the MCCPC #26 which was awarded to Road Safety Systems, LLC, 12 Park Drive, Shamong, NJ 08088 for guiderail for various roads through that resolution and properly executed contract, which shall be subject to all the conditions applicable to the **MCCPC Contract**; and

WHEREAS, since the passing of that resolution there will be additional purchases from said contract vendor for an **additional amount not to exceed \$50,000.00** through this resolution and properly executed contract, which shall be subject to all the conditions applicable to the current **MCCPC #26**; 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 additional funds for said contract are available and are designated to a line item appropriations designated below and totaling **\$60,000.00**.

C-04-55-920-013-917

C-04-55-921-013-911

C-04-55-921-013-913

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson that the Township Administrator is authorized to purchase additional guiderail for various roads **from the approved MCCPC #26 contract for the total amount not to exceed \$181,782.50 from Road Safety Systems, LLC, 12 Park Drive, Shamong, NJ 08088**.