

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 20, 2021
REGULAR MEETING – 7:00 PM
MINUTES

1. CALL TO ORDER

Council Vice President Dunham read the meeting statement as follows: This meeting is called pursuant to the provisions of the Open Public Meetings Law. This meeting of **October 20, 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 Vice President Dunham called the meeting to order at 7:00 pm

2. ROLL CALL

	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 except for Council President Senatore, who was absent. Also in attendance were Mayor Eric Wilsusen and Administrator Debi Millikin.

3. SALUTE TO THE FLAG

Council Vice President Dunham led the flag salute.

4. SPECIAL PRESENTATIONS

There were no special presentations listed on the agenda for October 20, 2021.

5. PUBLIC COMMENT

Council Vice President Dunham 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 Vice President Dunham closed the public comment portion of the meeting.

6. ORDINANCES –PUBLIC HEARING AND VOTE FOR ADOPTION

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	\$15,000	\$70,079
English/Spanish		
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 P/T</i>	\$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.

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

PUBLIC HEARING

Council Vice President Dunham opened the public hearing 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 Vice President Dunham closed the public hearing.

INTRODUCTION: OCTOBER 6, 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	X			
Mr. Kalish			X						X			
Mr. Smith			X				X		X			
Vice President Dunham			X						X			
President Senatore	X		X									X

7. COUNCIL AND MAYOR DISCUSSION

• Add New Chapter, Short Term Rental Property

Ms. Millikin explained that she provided Council with a copy of the Hopatcong Borough Ordinance for review. She said Hopatcong and Jefferson are both lake communities and she feels conceptually Hopatcong's Ordinance would be a good fit with a few minor changes. She mentioned having the Zoning Officer or Code Enforcement handle registration. Ms. Millikin said she would like to incorporate this Ordinance and the one previously provided to Council and will work with Mr. Ryan to draft an Ordinance for Jefferson. She said yearly fees would also need to be determined. In response to Council questions Mr. Ryan said he will make sure any Ordinances complies with case law. Council Vice President Dunham suggested reviewing the Toms River Ordinance, which he said he has heard is pretty effective at controlling Air BnB's.

8. ADMINISTRATIVE REPORTS OF MAYOR AND ADMINISTRATOR

Mayor Wilsusen mentioned that the Fall newsletter had been mailed and he received a lot of good feedback.

Mayor Wilsusen said he and Ms. Millikin gave a talk about government to the third graders at White Rock School. He mentioned that he would be getting slimed on November 2 and November 3 at Stanlick and Briggs schools as part of the Jefferson Consolidated PTA Fundraiser.

Mayor Wilsusen stated that the fall festival is this weekend at Camp Jefferson, Drug Take Back Day is coming up, the Jefferson Arts Gazebo dedication is this Sunday at 2 pm, and Halloween with the Police at the Gazebo will be held October 31st. He also mentioned Veterans Day ceremonies coming up, as well as a business roundtable on November 9th between the Economic Development Committee and the Chamber of Commerce. He said this event will probably be held at Stonewater. Mayor Wilsusen said Fire Company #2 will be having their dinner on November 6.

Ms. Millikin reported that PSE&G will be conducting vegetation maintenance in the next month or two. She said that she, Township Engineer Jim Lutz, and DPW supervisors Troy Hackett and John Schultz visited Martin Avenue and that Mr. Lutz will put together a memo with recommendations.

Ms. Millikin said dashboard reports had been provided to Council, Lamaur Roofing is continuing work on the municipal building roof and expects to be finished at the end of the week, and the siding replacement on the Recreation Building is nearing completion. She said the Police Department addition continues to progress and there is a walk through Monday at 10 am.

Ms. Millikin mentioned that the Energy Aggregation Program went out to bid but because the quotes were high, all residents will be switched back to the JCP&L default rate. She said the company plans to go back out to bid in the spring and hopes to get better numbers. She said all residents will receive a letter from the company with this information.

Ms. Millikin told Council the Planner RFP's are out.

Council Vice President Dunham acknowledged Chief Castimore.

9. COUNCIL REPORTS

Councilman Kalish commended Mayor Wilsusen on the newsletter and said it is a great tool for residents. He mentioned that Election Day is November 2nd.

Councilman Smith said he too had received positive comments about the newsletter regarding open and transparent communication. He said he is looking forward to the fall festival.

Councilman Birmingham reported attending the funeral services for Rose Kelly. He said that the people who will be honored Sunday by Jefferson Arts at the Gazebo ceremony did a lot for the town and were a backbone of the community.

Councilman Birmingham commented that the County received a lot of money in community development and from Clean Communities. He said the County conducted a third cleanup in Jefferson along five (5) linear miles of Berkshire Valley Road and Taylor Road. He said seventy-eight (78) bags of garbage and recycling were collected, the highest number ever.

Councilman Birmingham said he had received good comments about the newsletter. He asked Ms. Millikin if there was a plan for White Rock. Ms. Millikin said the Association is trying to get a membership meeting together for November and they have sent over three hundred (300) letters to residents. She stated the Association has taken no action on the lease agreement sent by the Township.

Council Vice President Dunham said he attended a Cub Scout Pack meeting and spoke about service in the community. He thanked the Administration for the flu shot notification. He also reported attending the funeral mass for Rose Kelly and said she did a lot of work behind the scenes and her husband Jack.

Council Vice President Dunham reported attending the Library Board meeting yesterday and said Bill Craig Sr. will be resigning from the Board, and that Mike Stewart will be stepping down as President next year.

Council Vice President Dunham said the Veterans Day Ceremonies will be held on November 6th at 11 am at the municipal building and the guest speaker will be the new Picatinny Brigadier General.

10. ORDINANCES – FIRST READING

There were no Ordinances for introduction/first reading listed on the agenda for October 20, 2021.

11. NEW BUSINESS

There was no new business listed on the agenda for October 20, 2021.

12. 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 #21-04
The Dawg House
July 1, 2021 Through June 30, 2022**

***APPOINTMENTS**

- **None for October 20, 2021**

***CONSENT AGENDA RESOLUTIONS:**

- 21-248 Resolution Authorizing the Payment of Bills
- 21-249 Resolution Authorizing Bid Award of Snow Plow Contractors for 2021-2023
- 21-250 Resolution Approving Current Estimate No. 1 – Lamaur Roofing Co., Inc. – For New Roof at Municipal Complex, Contract No. Bld-71-1k
- 21-251 Resolution Authorizing Contract with Route 23 Automall the NJ State Contract 17-Fleet-00241 For Univeral Truck F6L Super Duty 4x4
- 21-252 Resolution of the Township of Jefferson Authorizing the Sale of Surplus Personal Property No Longer Needed for Public Use On an Online Auction Website
- 21-253 Resolution Authorizing Change Order #3 For Township of Jefferson Police Department Addition
- 21-254 Resolution Authorizing Contracts for Purchase of Furniture for the Police Department Through NJ State Contract #A81622
- 21-255 Resolution Authorizing the Township Administrator to Execute an NJPDES and Treatment Works Approval (TWA) Application On Behalf of the Municipality – Block 447, Lot 27.01

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

13. PUBLIC COMMENT

Council Vice President Dunham 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 Vice President Dunham closed the public comment portion of the meeting.

14. EXECUTIVE SESSION

There was no Executive Session listed on the agenda for October 20, 2021.

15. ADJOURNMENT AT 7:29 PM

Motion made by Councilman Birmingham, second by Councilman Kalish, to adjourn the meeting at 7:29 pm, with all members in favor signifying by "Aye."

October 20, 2021

Michele Reilly, RMC, Township Clerk

Jay Dunham, Council Vice President

CONSENT AGENDA RESOLUTION #21-248

"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 20, 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 #21-249

"RESOLUTION AUTHORIZING BID AWARD OF SNOW PLOW CONTRACTORS FOR 2021-2023

WHEREAS, this Township has heretofore, in accordance with the Local Public Contracts Law of the State of New Jersey, received bids for **Snow Plow Contractors for October 20, 2021 to October 19, 2023**; and

WHEREAS, bids were accepted September 15, 2021 and attached is a list of the lowest bidders, and therefore, a contract should be awarded to said contractors **All Seasons Property Maintenance, C.M. Reilly Contracting, LLC., V.E.S. Construction, RWD Contracting, LLC., Chamberlain Landscaping & Akers Landscaping Maintenance, LLC.** Since additional Snow Plow Contractors were needed another bid was accepted October 8, 2021 and attached is a list of the lowest bidders therefore a contract should be awarded to said contractors, **VAR Contracting, All American Environmental & Riverview Paving** as per attached bid tabulation sheets pending inspection of equipment by the Department of Public Works; 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 \$100,000** for the 2021 budget year.

1-01-26-260-292-264
2-01-26-260-292-264
T-15-56-860-000-846

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that the contracts for **Snow Plow Contractors for October 20, 2021 to October 19, 2023** is hereby awarded to the following contractors **All Seasons Property Maintenance, C.M. Reilly Contracting, LLC., V.E.S. Construction, RWD Contracting, LLC., Chamberlain Landscaping, Akers Landscaping Maintenance, LLC., VAR Contracting, All American Environmental & Riverview Paving** as per the attached lists and as per the bid tabulation sheets in the amounts as listed.

BE IT FURTHER RESOLVED that the Mayor and Clerk of this Township be and are hereby authorized and directed to execute the contract and other necessary documents in order to effectuate the purpose of this resolution and that the Certificate of Availability of Funds supplied by the Chief Financial Officer (CFO) of this Township shall be attached to the original copy of this resolution.

CONSENT AGENDA RESOLUTION #21-250

"RESOLUTION APPROVING CURRENT ESTIMATE NO. 1 – LAUMAR ROOFING CO., INC. – FOR NEW ROOF AT MUNICIPAL COMPLEX, CONTRACT NO. BLD-71-1K"

WHEREAS, a contract was awarded to Laumar Roofing Co., Inc. for New Roof at Municipal Complex, **Contract BLD-71-1K**; and

WHEREAS, the Township Engineer has submitted **Current Estimate No. 1** in the amount of **\$153,649.30** for work completed and accepted; and

WHEREAS, the Chief Financial Officer has certified that funds are available for said payment.

NOW, THEREFORE, BE IT RESOLVED, that the Township Council of the Township of Jefferson, County of Morris, State of New Jersey hereby approves **Current Estimate No. 1 for a payment in the amount of \$153,649.30** to Laumar Roofing Co., Inc., **426 Gregory Avenue, Passaic, NJ 07055.**

BE IT FURTHER RESOLVED that this payment will be made pending receipt of the State of New Jersey Monthly Project Manning Report and certified payroll records.

CONSENT AGENDA RESOLUTION #21-251

“RESOLUTION AUTHORIZING CONTRACT WITH ROUTE 23 AUTOMALL THE NJ STATE CONTRACT 17-FLEET-00241 FOR UNIVERAL TRUCK F6L SUPER DUTY 4X4”

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 contracts entered on behalf of the NJ State Contract; and

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

WHEREAS, the Township of Jefferson intends to enter into a contract in an amount not to exceed **\$90,509.00 with Route 23 Automall, 1301 Route 23, Butler, New Jersey 07405, for a 2022 Universal Truck F6L Super Duty 4X4 through this through this resolution and properly executed contract, which shall be subject to all the conditions and applicable to the NJ State Contract 17-Fleet-00241;** 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 **\$90,509.00**

C-04-55-921-013-908

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson that the Township Administrator is authorized to purchase **a 2022 Universal Truck F6L Super Duty 4X4 through NJ State Contract 17-Fleet-00241, in the amount of \$90,509.00 from Route 23 Automall, 1301 Route 23, Butler, New Jersey 07405.**

CONSENT AGENDA RESOLUTION #21-252

“A RESOLUTION OF THE TOWNSHIP OF JEFFERSON 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

CONSENT AGENDA RESOLUTION #21-253

“RESOLUTION AUTHORIZING CHANGE ORDER #3 FOR TOWNSHIP OF JEFFERSON POLICE DEPARTMENT ADDITION”

WHEREAS, the Township of Jefferson awarded a contract on April 7, 2021 to **North Creek, LLC.**, through Resolution 21-99 in the amount of \$1,087,000.00; and

WHEREAS, the Township of Jefferson approved Change Order #1 on May 19, 2021 through Resolution #21-128 to **North Creek LLC** for a total contract price of \$1,136,597.02; and

WHEREAS, the Township of Jefferson approved Change Order #2 on August 4, 2021 through Resolution #21-216 to **North Creek LLC** for a total contract price of \$1,140,193.73; and

WHEREAS, **North Creek LLC** has provided Change Order #3 for Camera and Wiring, Audio & Visual equipment for the Muster Room, Additional Electrical for Muster Room and Meeting Room, Additional Roof Drainage and Elevator Clearance per DCA for the Jefferson Police Addition; and

WHEREAS, **North Creek LLC** advised there would be an increase in price in the amount of **\$65,744.19;** and

WHEREAS, the total contract is now **\$1,206,037.92** for the Jefferson Police Addition;

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 **\$1,206,037.92**

C-04-55-921-001-901

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, hereby approved Change Order #3 for the Township of Jefferson Police Department Addition to North Creek, LLC, PO Box 112, Essex Fells, New Jersey 07021 by \$65,744.19 for a total contract of \$1,206,037.92.

CONSENT AGENDA RESOLUTION #21-254

“RESOLUTION AUTHORIZING CONTRACTS FOR PURCHASE OF FURNITURE FOR THE POLICE DEPARTMENT THROUGH NJ STATE CONTRACT #A81622”

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 Furniture for the Police Department through State Contract; and

WHEREAS, NJ State Contract #A81622 Office Furniture for the Police Department was awarded to Indiana Furniture c/o Cooper’s Office Furniture, PO Box 270, Jasper, IN 47547-0270; and

WHEREAS, the Township of Jefferson desires to purchase in the amount of \$89,538.00 NJ State Contract #A81622 Furniture 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 \$89,538.00

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 Furniture for the Police Department through NJ State Contract #A81622 in the amount of \$89,538.00 to Indiana Furniture c/o Cooper’s Office Furniture, PO Box 270, Jasper, IN 47547-0270.

CONSENT AGENDA RESOLUTION #21-255

“RESOLUTION AUTHORIZING THE TOWNSHIP ADMINISTRATOR TO EXECUTE AN NJPDES AND TREATMENT WORKS APPROVAL (TWA) APPLICATION ON BEHALF OF THE MUNICIPALITY – BLOCK 447, LOT 27.01”

WHEREAS, the Township of Jefferson desires to apply to the NJDEP for a New Jersey Pollutant Discharge Elimination System Permit (NJPDES) and Treatment Works Approval (TWA) for the Municipal Building including the new police addition; and

NOW, THEREFORE, BE IT RESOLVED, that the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that the Township Administrator is hereby authorized to execute the New Jersey Pollutant Discharge Elimination System Permit (NJPDES) and Treatment Works Approval (TWA) for the Municipal Building including the new police addition, Block 447, Lot 27.01, thereby signifying the consent of the Governing Body.

