

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 15, 2025
REGULAR MEETING – 7:00 PM
AGENDA

1. CALL TO ORDER

This meeting is called pursuant to the provisions of the Open Public Meetings Law. This meeting of **October 15, 2025** 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, 2025** and was posted on the bulletin board in the Municipal Building on **January 8, 2025** 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.

Per the Township Code regarding Rules of Debate (Chapter 7-99) the proceedings of the Council shall be governed by Roberts Rules of Order. Please silence all cell phones. Proper notice having been given, the Township Clerk is directed to include this statement in the minutes of this meeting.

2. ROLL CALL

	Present	Absent
Mrs. Garruto		
Mr. Schultz		
Mrs. Senatore		
Vice President Kalish		
President Birmingham		
Ms. Leo, Township Attorney		
Ms. Reilly, Township Clerk		

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

3. SALUTE TO THE FLAG
MOMENT OF SILENCE

4. SPECIAL PRESENTATIONS

- None for October 15, 2025

5. PUBLIC COMMENT

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

6. ORDINANCES –PUBLIC HEARING AND VOTE FOR ADOPTION

- None for October 15, 2025

7. COUNCIL AND MAYOR DISCUSSION

- Best Practices - CFO

8. ADMINISTRATIVE REPORTS OF MAYOR AND ADMINISTRATOR

9. COUNCIL REPORTS

10. COUNCIL BUSINESS

RESOLUTION #25-289 - “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 15, 2025** and on file and available for public inspection in the Office of the Treasurer and approved by him/her for payment, be paid.

Council Member	By	2 nd	Yes	No	Abstain	Absent
Mrs. Garruto						
Mr. Schultz						
Mrs. Senatore						
Vice President Kalish						
President Birmingham						

RESOLUTION #25-290 - “RESOLUTION APPROVING A SEPTIC EASEMENT FOR RICHARD ENRICO CICCOTELLI, JR. AND JO ERIKA N. CICCOTELLI”

WHEREAS, Richard Enrico Ciccotelli, Jr., and Jo Erika N. Ciccotelli (the Ciccotelis), are the owners of the property located at 65 South Lakeside Avenue (Block 42, Lot 14 and Block 42.01, Lots 9 and 9.04) (the “Property”), and have requested that the Township of Jefferson grant them an easement in order that they can construct a new septic system within the South Lakeside Avenue right of way; and

WHEREAS, the Township of Jefferson Council desires to grant the Septic Easement to the Ciccotelis in order to install a new septic system.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that the Ciccotelis’ request for a Septic Easement in the form attached to this Resolution as reviewed and approved by the Township Engineer and Township Attorney’s office is hereby approved. The Mayor and Township Clerk are authorized to sign the Septic Easement.

BE IT RESOLVED this Resolution shall take effect immediately and a copy of this Resolution shall be placed on file with the Township Clerk.

BE IT ALSO RESOLVED If any section, subsection, sentence, clause or phrase in this Resolution is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Resolution.

Council Member	By	2 nd	Yes	No	Abstain	Absent
Mrs. Garruto						
Mr. Schultz						
Mrs. Senatore						
Vice President Kalish						
President Birmingham						

RESOLUTION #25-291- “RESOLUTION OF THE TOWNSHIP OF JEFFERSON AUTHORIZING THE ADOPTION OF THE 2025 MORRIS COUNTY, NEW JERSEY HAZARD MITIGATION PLAN UPDATE”

WHEREAS, the County of Morris is vulnerable to damages from natural events which post a threat to public health and safety and could result in property loss and economic hardship; and

WHEREAS, all jurisdictions within Morris County have exposure to hazards that increase the risk to life, property, environment, and the County and local economy; and

WHEREAS, a Multi-Jurisdictional Hazard Mitigation Plan (the Plan) has been developed through the work of the Morris County Hazard Mitigation Planning Committee, municipal Hazard Mitigation Working Groups, and interested parties with the County of Morris; and

WHEREAS; pro-active mitigation of known hazards before a disaster event can reduce or eliminate long-term risk to life and property; and

WHEREAS, the Disaster Mitigation Act of 2000 (Public Law 106-390) established new requirements for pre and post disaster hazard mitigation programs; and

WHEREAS; the Plan recommends hazard mitigation actions that will protect people and property affected by natural hazards that face the County of Morris and its municipalities, that will reduce future public, private, community and personal costs of disaster response and recovery, and that will reinforce the County of Morris’ leadership in emergency preparedness efforts; and

WHEREAS, the committees and working groups have completed a planning process that engages the public, assesses the risk and vulnerability to the impacts of natural hazards, develops a mitigation strategy consistent with a set of uniform goals and objectives, and creates a plan for implementing, evaluating and revising this strategy.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey that the Township of Jefferson:

- 1) Adopts in its entirety, the 2025 Morris County Hazard Mitigation Plan Update (the “Plan”) as the jurisdiction’s Hazard Mitigation Plan and resolves to execute the actions identified in the Plan that pertain to this jurisdiction.
- 2) Will use the adopted and approved portions of the Plan to guide pre- and post-disaster mitigation of the hazards identified.
- 3) Will coordinate the strategies identified in the Plan with other planning programs and mechanisms under its jurisdictional authority.
- 4) Will continue its support of the Mitigation Planning Committee as described within the Plan.
- 5) Will help to promote and support the mitigation successes of all participants in this Plan.
- 6) Will incorporate mitigation planning as an integral component of government and partner operations.
- 7) Will provide an update of the Plan in conjunction with the County no less than every five years.

Council Member	By	2 nd	Yes	No	Abstain	Absent
Mrs. Garruto						
Mr. Schultz						
Mrs. Senatore						
Vice President Kalish						
President Birmingham						

11. ORDINANCES – FIRST READING
 - None for October 15, 2025
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.

*LICENSES:

- None for October 15, 2025

*APPOINTMENTS:

- None for October 15, 2025

- *CONSENT AGENDA RESOLUTIONS:
- 25-292 Resolution Authorizing the Refund of Overpayment(s) of Taxes
- 25-293 Resolution Authorizing the Cancellation of Tax Amounts Due to In Rem Tax Foreclosures
- 25-294 Resolution Authorizing a Disabled Veterans Exemption and the Cancellation of Taxes – Block 438, Lot 7
- 25-295 Resolution Authorizing the Refund of Payment(s) of Building Department Fees
- 25-296 Resolution Authorizing Contracts for Purchase of 40 New Gun Holsters and 40 New Gun Sights for the Jefferson Police Department
- 25-297 Resolution Authorizing Contracts with Certain Approved State Contract Vendors for Contracting Units Pursuant to N.J.S.A. 40A:11-12a – Home Depot, USA, Inc.

Council Member	By	2 nd	Yes	No	Abstain	Absent
Mrs. Garruto						
Mr. Schultz						
Mrs. Senatore						
Vice President Kalish						
President Birmingham						

13. PUBLIC COMMENT

Please state and spell your name 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.
14. EXECUTIVE SESSION
 - None for October 15, 2025
15. ADJOURNMENT AT _____ PM _____ Motion to Adjourn _____ Second _____ All in Favor

Michele Reilly, RMC, CMR
Township Clerk
973-208-6133 mreilly@jeffersontownship.net

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

Wednesday, November 12

Wednesday, December 3

Wednesday, December 17

Wednesday, January 7, 2026 - Reorganization

CONSENT AGENDA RESOLUTION #25-292

“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:

1. Incorrect Payment

5. Third Party Lien

9. Overpayment
2. Adjustment of Assessment

6. Duplicate Payment

10. Return of Premium
- CODE OF REASONS

3. Overbilled

7. Exempt

11. Return of Recording Fee
4. Vets, Senior Citizen Deduction

8. County/State Board Appeal

BLOCK	LOT	NAME	AMOUNT	CODE	YEAR
250.06	78	BALA PARTNERS LLC	\$3,942.10	5	2025
250.06	78	BALA PARTNERS LLC	\$500.00	10	2025
424	2	PRO CAP 8 FBO FIRSTRUST BANK	\$1288.07	5	2025
424	2	PRO CAP 8 FBO FIRSTRUST BANK	\$300.00	10	2025
		TOTAL	\$6,030.17		

CONSENT AGENDA RESOLUTION #25-293

“RESOLUTION AUTHORIZING THE CANCELLATION OF TAX AMOUNTS
DUE TO IN REM TAX FORECLOSURES”

WHEREAS, the Tax Collector certifies that there appears on the **2025 and 2026 tax records** amounts due; and

WHEREAS, the Township of Jefferson foreclosed on municipal liens on Final Judgment In Rem dated **September 23, 2025**; and

WHEREAS, the Township of Jefferson became the owner of record of the Blocks and Lots listed below; and

WHEREAS, the Tax Collector recommends the cancellation of the foregoing amounts due to the fact that the Township became owner with the Final Judgement, and as a result of the transfer of ownership, the Tax Collector recommends the cancellation of the amounts due on the **2025 and 2026 tax records**; and

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey that the Tax Collector is authorized to adjust the **2025 and 2026 tax records to reflect cancellation of the amounts due** for said time periods in the amounts set forth above.

ADDRESS, BLOCK, LOT	4 TH QUARTER 2025	1 st QUARTER 2026	2 nd QUARTER 2026
Arizona Ave, B77 L8.01	392.00	380.24	380.24
10 Ridgedale Rd, B188 L3	100.80	97.78	97.78
18 Ridgedale Rd, B188 L5.01	232.00	225.04	225.04
St Rt 15 S, B249 L24	1,538.39	1,492.25	1,492.25
Valley Trl, B360 L24	422.39	409.73	409.73

CONSENT AGENDA RESOLUTION #25-294

“RESOLUTION AUTHORIZING A DISABLED VETERANS EXEMPTION AND
THE CANCELLATION OF TAXES –BLOCK 438, LOT 7”

WHEREAS, the Tax Assessor has approved an application for a totally Disabled Veteran Exemption for a resident property owner; and

WHEREAS, based on the approved permanently Disabled Veterans application date of **October 3, 2025**, the resident property owner is entitled to an exemption of taxes in accordance with N.J.S.A. 54:4-3.32; and

WHEREAS, the Mayor of the Township of Jefferson does recommend an exemption of his taxes based on date of approved permanently Disabled Veterans application, **October 3, 2025**.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson, County of Morris, State of New Jersey, that the Tax Collector be and is hereby authorized to cancel said taxes as follows:

BLOCK/LOT	ADDRESS	AMOUNT	QUARTER/YR
Block 438 Lot 7	54 Hopi Trl	\$1,576.10	4 th 2025 (ProRated)
		\$1,563.65	1 st 2026
		\$1,563.64	2 nd 2026

CONSENT AGENDA RESOLUTION #25-295

“RESOLUTION AUTHORIZING THE REFUND OF PAYMENT(S) OF BUILDING DEPARTMENT FEES”

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

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

WHEREAS, the Construction Official 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. Duplicate Payment	3. Project Cancelled	
4. Contractor Submitted in Error			

BLOCK/LOT	PERMIT #	AMOUNT	CODE
453.04/42	20241582	\$150	3

CONSENT AGENDA RESOLUTION #25-296

“RESOLUTION AUTHORIZING CONTRACTS FOR PURCHASE OF 40 NEW GUN HOLSTERS AND 40 NEW GUN SIGHTS FOR THE JEFFERSON POLICE DEPARTMENT”

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 Police Department desires to purchase forty (40) new gun holsters and forty (40) new gun sights for their police guns and will utilize NJ State Contract 17-Fleet-00787; and

WHEREAS, NJ State Contract 17-Fleet-00787 for 40 new gun holsters and 40 new gun sights contract was awarded to Atlantic Tactical, 14 Worlds Fair Drive, Somerset, NJ 08873; and

WHEREAS, the Township of Jefferson desires to purchase in the amount of \$23,988.40 through NJ State Contract 17-Fleet-00787, 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 appropriation designated below and totaling \$23,988.40.

C-04-55-924-008-916
C-04-55-925-010-918

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson that the Township Administrator is authorized to purchase 40 new gun holsters and 40 new gun sights for Jefferson Police Department through NJ State Contract 17-Fleet-00787 in the amount of \$23,988.40 to Atlantic Tactical, 14 Worlds Fair Drive, Somerset, NJ 08873.

CONSENT AGENDA RESOLUTION #25-297

“RESOLUTION AUTHORIZING CONTRACTS WITH CERTAIN APPROVED STATE CONTRACT VENDORS FOR CONTRACTING UNITS PURSUANT TO N.J.S.A. 40A:11-12a “HOME DEPOT, USA, INC.”

WHEREAS, the Township of Jefferson, may by resolution and without advertising for bids in accordance with N.J.S.A. 40A:11-12a and N.J.A.C.5:34-7.29 (c), purchase goods and services under the State of New Jersey Cooperative Purchasing Program for any state contracts entered into on behalf of the State of the Division of Purchase and Property in the Department of the Treasury; and

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

WHEREAS, State Contracts, M-8001, 16154 was awarded to Home Depot, USA, Inc., 2455 Paces Ferry Road, Atlanta, GA 30339 the authorized vendor for Walk-In Building Supplies and appliances ; and

WHEREAS, the Township of Jefferson desires to purchase, in an amount not to exceed \$35,000.00 Walk in Building supplies and appliances, through this resolution and properly executed contract, which shall be subject to all the conditions applicable to the current New Jersey Cooperative Purchasing Program 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 funds for said contract are available and are designated to a line item appropriations designated below and totaling \$35,000.00.

5-01-25-240-240-200	5-07-55-500-000-500	T-14-56-860-000-801
5-01-26-310-310-200	C-04-55-921-008-906	T-26-56-860-000-321
5-01-28-370-370-200	C-04-55-921-008-921	T-26-56-860-000-321
5-05-55-500-000-500	G-01-41-790-000-006	

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Jefferson that the Township Administrator is authorized to purchase walk in building supplies in an amount not to exceed \$35,000.00 from Home Depot, USA, Inc., 2455 Paces Ferry Road, Atlanta, GA 30339.