

WELCOME TO

***JEFFERSON
TOWNSHIP***

MORRIS COUNTY

NEW JERSEY

www.jeffersontownship.net

***Prepared by the Jefferson Township Clerk's Office
2008***

*Every effort is made to keep the information contained in this text up-to-date and
revisions are made on an ongoing basis as new information is received.*

(Revised 1/2008)

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TOWNSHIP OF JEFFERSON

Incorporated February 11, 1804

1033 Weldon Road, Lake Hopatcong, NJ 07849

Main Number: (973) 697-1500

www.jeffersontownship.net

Office hours:

9 AM to 4:30 PM Mondays through Fridays -- June-June, September-December

9 AM to 4 PM Mondays through Fridays -- July and August only

9 AM to 7:30 PM – the first Wednesday of each month

Directions to the Jefferson Township Municipal Complex

(including the Public Library, the Police Station, the Municipal Building, the Gazebo, and the Veterans Memorial)

From Route 23 North: Exit at Oak Ridge Road (exit on the right side just after the Clinton Road exit) jughandle and follow Oak Ridge Road about four miles. Oak Ridge Road will become Berkshire Valley Road as you cross the Passaic County border into Morris County. You will come to the Milton shopping section of Jefferson Township – A&P Shopping Center to your left and the Mobil Gas Station and Lakeland Bank on your right. Proceed through the traffic light.

Make a slight right onto Milton Road (just past the Pond Hollow homes entrance and just before St. Thomas the Apostle R.C. Church). Bear right at the last intersection (Legion Road will be to your left) as Milton Road veers off towards the right. You will pass the Fire Co #1 Firehouse on the right.

Turn right onto Dover-Milton Road (the Jefferson Township Museum is directly in front of you and the Milton Methodist Church is on the right corner). Follow to the big red barn (Bowling Green Golf Course) and turn left onto Weldon Road (Headley's Lumber will be on your right). Municipal Building will be on your right about one mile past Headley Lumber.

OR

From Route 23 North: Exit at Oak Ridge Road (exit on the right side just after the Clinton Road exit) jughandle and follow Oak Ridge Road about four miles. Oak Ridge Road will become Berkshire Valley Road as you cross the Passaic County border into Morris County. You will come to the Milton shopping section of Jefferson Township – A&P Shopping Center to your left and the Mobil Gas Station and Lakeland Bank on your right.

At the traffic light (corner of Berkshire Valley Road and Ridge Road) turn right onto Ridge Road. Remain on Ridge Road past the blinking traffic light at the Schoolhouse Road intersection to Russia Road (just past Foreign Auto Body on your right) and make a left turn onto Russia Road. Proceed to the end of Russia Road; and at the stop sign (Dover-Milton Road), make a right turn onto Weldon Road. The Municipal Building will be on your right about one mile past Headley Lumber. The Municipal Building's driveway is opposite the school bus compound driveway.

From Route 23 South: Exit at Oak Ridge Road and proceed as above.

From Route 80 West: Take exit 34B to the Route 15 North exit. Travel North on Route 15 past the fourth traffic light. After the fourth light, you will pass a Pathmark Supermarket entrance on the left. At this point, be sure that you move into the right lane and take the second ramp on the right to the Weldon Road exit (immediately after the Lake Shawnee exit ramp). This exit puts you directly onto Weldon Road, and the Municipal Building is approximately six miles down on the left-hand side.

From Route 80 East: Take exit 33 and follow signs for Route 15 North. Proceed as above.

JEFFERSON TOWNSHIP'S MUNICIPAL GOVERNMENT

Mayor

Russell W. Felter 12/31/10 (R) 973-208-6102
 Administrative Assistant, Pamela Garv..... 973-208-6102

Administrator

James Leach.....973-208-6102

Council Members

Richard W. Yocum, President 12/31/08 (R) 973-208-0610
 Brooke Hardy, Vice President 12/31/08 (R) 973-697-2348
 Debi Merz 12/31/10 (R) 973-697-4372
 Michael Sanchelli 12/31/10 (R) 973-208-8797
 Robert Birmingham 12/31/08 (R) 973-208-2021
 Lydia Magnotti, Township Clerk973-208-6132

Municipal Building Employees – Ready to Serve You

Animal Control Officer – Kim Smith 973-663-3241
 Auditor - Charles Ferraioli 973-835-7900
 Board of Adjustment – Joanne Meyer, Secretary 973-208-6119
 Building Department –
 Technical Assistants to the Construction Official
 Joanne DeCarolis 973-208-6110
 Robin Cosentino 973-208-6113
 Fire Inspector Bill Paterson
 Plumbing Inspector Paul Damon
 Electrical Inspector Bob Moentenich 973-208-3624
 Code Enforcement Officer Jack Schaffhauser 973-208-3623
 Chief Financial Officer – William Eagen..... 973-208-6136
 Construction Official - Thomas Mahoney 973-208-6110
 Court Administrator - Elizabeth Mertz 973-208-6129
 Staff: Patricia Roskowsky 973-208-6126
 Elianna Kiesling 973-208-3630
 Meg Dudas 973-208-6127
 Gloria Roach 973-208-6128
 Violations Bureau 973-208-6129
 Dial-a-Ride Service – Ted Buchanan..... 973-208-6123
 Staff: Lorraine Wolosin, Janet Ackerson, Bill Halsey,
 Emergency Mgmt Coord. - Chief John Palko..... 973-697-1300

Municipal Building Employees – Ready to Serve You

Engineer - James Coe, Hatch Mott MacDonald.....	973-208-6130
Finance – William Eagen, Chief Financial Officer.....	973-208-6136
Staff: Liz Hickey, Assist. Municipal Treasurer/ Supervisor of Accounts	973-208-6135
Annette Kouyoumjian, Personnel/Payroll	973-208-6134
Sue Sacino	973-208-6139
Fire Chief, David VanVeen – Co. 1 Milton	973-697-0038
Fire Chief, James Jacoby, Jr. – Co. 2 Lake Hopatcong.....	973-663-2323
Fire Official - Vincent Corsaro	973-208-9400
Staff: Stephanie McCormick.....	973-208-9400
Forester - Timothy Slavin.....	973-208-6102
Health Officer – Cindee DeGennaro	973-208-6121
Registrar of Vital Statistics – Linda Babli.....	973-208-6120
Sanitarian – Pamela Mancini	973-208-6124
Public Health Nurses - Dawn Dixon, Kathryn Bannat	973-663-0700
Social Services/Welfare Director – Charlotte Wilson	973-208-6109
Library Director – Seth Stephens	973-208-6116
Circulation	973-208-6115
Technical.....	973-208-6117
Reference.....	973-208-6118
Municipal Attorney - Lawrence Cohen	908-852-2600
Municipal Court Judge- C. William Bowkley, Jr.	973-208-6129
Municipal Prosecutor – James LaSala	973-208-6125
Planning Board – Joanne Meyer, Secretary	973-208-6119
Public Defender - Robert Correale.....	973-208-6125
Police Chief - John Palko, Jr.....	973-208-6151
Staff: Shelley Quenault, Secretary	973-208-6151
Michelle Hausmann, Records	973-208-6156
Records.....	973-208-6157
General Police Business (Non-Emergency).....	973-697-1300
Public Works	
Jeff Elam, Director.....	973-208-6140
Edward Haack, Interim Director	973-208-6140
Staff: Frank Spano, Superintendent of Roads	973-208-6142
Gary Flatt, Supervisor of Roads	973-208-6143
Margaret Lopes, Secretary	973-208-6141
Pat Romano, Secretary	973-208-3639
Purchasing – Roy Brandell	973-208-6137
Carol Fett.....	973-208-3621
Recreation Director – Grace Rhinesmith	973-663-8404
Carol Punturieri, Secretary.....	973-663-8404
Eileen Kenyon, Secretary.....	973-663-8404
Recycling – Gino Recksiek	973-208-6138
Superintendent of Parks and Recreation- Roland Sparling ..	973-663-8404
Switchboard Operator, Joyce Valecz.....	973-208-6100
Tax Assessor - Shawn Hopkins	973-208-6105
Staff: Jean Wilson	973-208-6104

Municipal Building Employees – Ready to Serve You

Tax Collector – Beth Recksiek.....	973-208-6106
Staff: Barbara Shepherd.....	973-208-6107
Margo Urban	973-208-6108
Rosemary Bush.....	973-208-6189
Township Clerk – Lydia Magnotti.....	973-208-6132
Staff: Maria Pivrotto, Deputy Clerk.....	973-208-6132
Lori Harvin, Deputy Clerk	973-208-6133
Township Planner – Jill Hartmann	973-208-6130
Utility – Richard Tuttle, Director	973-208-6145
Staff: Jessica Krieger	973-208-6144
Zoning Officer – Bruce Decker.....	973-208-6112

To access all Municipal/Police Department Employees:

- a) Dial above numbers directly or call the main switchboard at 973-697-1500 for municipal employees or 973-697-1300 for Police Department employees.
- b) Fax to any municipal employee at 973-697-8090.
- c) E-mail: Use the municipal employee's first initial and full last name all in upper case/capital letters and add *@jeffersontownship.net*
Example: JSMITH@jeffersontownship.net
- d) E-mail: For Police Department employees, use the first initial and full last name all in upper case/capital letters and add *@jeffersonpolice.com*
- e) Example: RJONES@jeffersonpolice.com

JEFFERSON TOWNSHIP BOARDS/COMMISSIONS

Board of Adjustment

Meets: 2nd and 4th Monday of each month at 7:30 PM

Dennis Di Frisco, Chairman 973-208-6119
Irv Ackerson, Vice Chairman 973-208-6119
Joanne Meyer, Secretary..... 973-208-6119

Cable TV Committee

Meets: as needed

Mayor's Office 973-208-6102

Camp Jefferson Advisory Board

Meets: 3rd Wednesday of each month at 6:30 PM

Mayor's Office 973-208-6102
Carol Punturieri, Board Secretary 973-663-8409

Economic Advisory Board

Meets: as needed

August Thiesing, Chairman 973-208-6133
Dana Wefer, Vice Chairperson 973-208-6133
Lori Harvin, Deputy Clerk..... 973-208-6133

Environmental Commission

Meets 2nd and 4th Wednesdays of each month at 8 PM

Cliff Williams, Chairman..... 973-697-8675

Health Advisory Board

Meets: as needed

Cindee DeGennaro, Director. 973-208-6121

Lake Hopatcong Region Sewer Advisory Board

Meets: as needed

Chairman 973-208-6133
Keith Kesheneff, Vice Chairman 973-208-6133
Lori Harvin, Deputy Clerk..... 973-208-6133

Library Board

Meets: 3rd Tuesday of each month at 7 PM

Seth Stephens, Director..... 973-208-6115
Al Pollacana, President, Bd. of Trustees 973-208-6115
Gerald Tomlinson, Vice President 973-208-6115
Rosemarie Lange, Treasurer, Bd. of Trustees..... 973-208-6115

Local Assistance Board

Meets: four times a year

Charlotte Wilson, Social Services Director. 973-208-6109
Pamela Garv, Chairperson.....973-208-6102
Msgr. John Fitzpatrick, Secretary 973-208-6109

Municipal Alliance for a Drug-Free Community

Meets: 3rd Tuesdays of each month at 7:30 PM

Julie Masticola, Chairperson..... 973-697-9367
Fay Servedio, Co-Chairman
Cynthia Scott, Secretary
Joann Martino, Jefferson Township School District Liaison

Neighborhood Dispute Resolution Committee

Meets: 3rd Mondays of each month at 7:30 PM

Municipal Court Office..... 973-208-6126

Open Space Advisory Board

Meets: 1st Monday every other month at 7:30 PM

Steve Vajsabel, Chairman 973-208-6133
Kathleen Valva, Vice Chairperson..... 973-208-6133
Lori Harvin, Deputy Clerk..... 973-208-6133

Planning Board

Meets: 2nd Tuesday of each month at 7:30 PM

Clifford Williams, Chairman 973-208-6119
Patrick Hartery, Vice Chairman 973-208-6119
Joanne Meyer, Secretary..... 973-208-6119

Recreation Advisory Board

Meets: 3rd Wednesday of each month at 7:30 PM

Grace Rhinesmith, Director..... 973-663-8404
Carol Punturieri, Secretary..... 973-663-8404

Senior Citizens Advisory Board

Meets: 3rd Wednesday every other month at 4 PM

Fred Barbieri, Chairman 973-208-6133
William Craig, Vice Chairperson..... 973-208-6133
Lori Harvin, Deputy Clerk..... 973-208-6133

Utility Advisory Board

Meets: 4th Monday of every other month at 6:30 PM

Al Sorokach, Vice Chairman.....973-208-6133
Lori Harvin, Deputy Clerk..... 973-208-6133

JEFFERSON TOWNSHIP'S OFFICIAL NEWSPAPERS

AIM Community News/AIM Action News
Circulation: 973-283-5615

The Daily Record
800 Jefferson Road
Parsippany, NJ 07054
973-428-6200 / Fax: 973-482-6666 / website: www.dailyrecord.com
e-mail: newsroom@dailyrecord.com

Other area newspapers:

The Shoppers' Friend
C/o Doris Roberts
91 So. Lakeside Blvd.
Lake Hopatcong, NJ 07849
e-mail: shopfriend@aol.com

The Star Ledger
10 Wilmot Street
Morristown, NJ 07960
e-mail: morris@starledger.com

The Advertiser-News
270 Sparta Avenue
Sparta, NJ 07871
e-mail: njoffice@strausnews.com

AREA HOTELS

Hilton Garden Inn – 375 Mt. Hope Road – Rockaway, NJ
973-328-0600
Comfort Inn - Marriott - 182 Howard Blvd., Mt. Arlington, NJ
973-770-788
Holiday Inn Express – 15 Howard Blvd. Mt. Arlington, NJ
1-800-325-3535
Howard Johnson – Route 80, Rockaway, NJ
973-625-1200
Regency House Hotel – 140 State Highway 23, Pompton Plains, NJ
973-696-0900

JEFFERSON TOWNSHIP WEBSITE

Find all the information you need about Jefferson Township at www.jeffersontownship.net including the "Welcome to Jefferson Township" packet

JEFFERSON TOWNSHIP IS ON CABLE TV!

Be sure to tune in to "*The Jefferson Hour*" produced by Jefferson Highlights Community Television at 6 PM on Sundays on Cablevision's Channel 21 broadcasting events in and around Jefferson Township including school events, sporting events, club events, and special holiday events. All home JTHS Falcon Football games are included. E-mail at jeffersonhighlights@msn.com, contact President Art Bonito at 973-663-5590, or visit the website at <http://community.nj.com/cc/JEFFERSONHIGHLIGHTS>

JEFFERSON TOWNSHIP CHAMBER OF COMMERCE & TOURISM

The Jefferson Township Chamber of Commerce & Tourism is an organization of business and professional men and women working together for the economic well being of the Township. By pooling time and resources, the Chamber provides more clout in finding solutions to mutual business and community problems and helps promote business growth and development. The Chamber is the public relations and information agent to residents, newcomers, visitors, and business representatives. Log on to www.JeffersonTownshipChamber.org for more information and a complete business directory.

**JEFFERSON TOWNSHIP'S
OVERNIGHT PARKING ORDINANCE**

A reminder to residents that Jefferson Township has an overnight parking ordinance in effect from November 1st through April 1st. No vehicle may be parked on a township roadway between 2 AM and 6 PM during that time. This is to allow for adequate snow removal during winter storms. Violators may receive a summons.

**JEFFERSON TOWNSHIP'S
EMERGENCY SERVICES**

~~~ ALL EMERGENCIES CALL 9-1-1 ~~~

**Jefferson Township Police Department** ..... (973) 697-1300  
1033 Weldon Road, Lake Hopatcong, NJ 07849

**Jefferson Township Fire Departments:**

Fire Company No. 1. Milton ..... (973) 697-0038  
Milton Road, Oak Ridge, NJ 07438  
Chief Andrew Schmidt

Fire Company No. 2 Lake Hopatcong ..... (973) 663-2323  
Route 15 South, Lake Hopatcong, NJ 07849  
Chief James Jacoby, Jr.

**Jefferson Rescue Squad** ..... (973) 663-3265/3798  
Route 15 South, Lake Hopatcong, NJ 07849  
Captain Bill Flatt

**Milton First Aid Squad** ..... (973) 409-4028  
45 Milton Road, Oak Ridge, NJ 07438                      (973) 464-7754  
Captain Barbara Runz

**Jefferson Township Emergency Management..**(973) 697-1300  
c/o the Jefferson Township Police Department  
1033 Weldon Road, Lake Hopatcong, NJ 07849  
Chief John Palko

# ELECTION DISTRICTS IN JEFFERSON TOWNSHIP

***Residents of Jefferson Township reside in Morris County's  
11<sup>th</sup> Congressional District and 25<sup>th</sup> Legislative District.***

The scheduled elections for the year 2008 are:

- ◆ February 5, 2008 – Presidential Primary: Polls are open 6 AM to 8 PM
- ◆ April 15, 2008 - School Election: Polls open 2 PM to 9 PM
- ◆ June 3, 2008 – Primary Election: Polls open 6 AM to 8 PM
- ◆ November 4, 2008 – General Election: Polls open 6 AM to 8 PM

The polling places are as follows:

**Voting Districts 1, 2 and 3**

(School District 1)

**Jefferson Township Public Health Center  
57 Minnisink Road, Lake Hopatcong**

**Voting Districts 4, 5 and 6**

(School District 2)

**Jefferson Township Camp Jefferson  
Community Lodge  
81 Weldon Road, Lake Hopatcong**

**Voting Districts 7, 8 and 9**

(School District 3)

**Municipal Building  
1033 Weldon Road, Lake Hopatcong**

**Voting Districts 10, 11 and 14**

(School District 4)

**Milton First Aid Squad  
Milton Road, Milton**

**Voting Districts 12 and 13**

(School District 5)

**Jefferson Township Senior Center  
54 Schoolhouse Road, Milton**

Help Wanted: Poll Workers for the elections - \$200 for the day.  
Must be a Registered Voter in Morris County  
Call 973-285-8350 or 8351.

## LANDLORD REGISTRATION/TENANTS

A landlord who owns a one- or two-family non-owner occupied house is required by law to file the necessary registration statement with the Municipal Clerk of that municipality. If the building has three or more units, the statement must be filed with the Bureau of Housing Inspection, CN810, Trenton, NJ 08625-0810. No filing is required for owner-occupied two-family houses. Contact the Jefferson Township Clerk's Office at 973-208-6132 for more information or go to the Clerk's website at [www.jeffersontownship.net](http://www.jeffersontownship.net)

For information published by the New Jersey State Department of Community Affairs on "Truth in Renting," a guide to the rights and responsibilities of residential tenants and landlords in New Jersey call 1-609-633-6183 or write to Office of Landlord-Tenant Information, P.O. Box 805, Trenton, NJ 08625-0805.

## LOCAL POST OFFICES

serving Jefferson Township

**Lake Hopatcong Main Post Office – Zip Code 07849**

700 State Highway Route 15 South, 973-663-3886

**Newfoundland Main Post Office – Zip Code 07435**

2717 State Highway 23 South, Lakeland Plaza, Newfoundland, 973-697-5392

**Oak Ridge Post Office – Zip Code 07438**

247 Oak Ridge Road, Oak Ridge, 973-697-9073

**Jefferson Station – Zip Code 07438**

5716 Berkshire Valley Road, 973-208-1726

**Stockholm Main Post Office – Zip Code 07460**

State Highway Route 23 and Colson Terrace, 973-697-8732

**Wharton Post Office – Zip Code 07885**

350 North Main Street, Wharton, 973-366-4779

**Glasser Post Office – Zip Code 07837**

3 Hopatcong Street, Glasser, 973-663-3840

## AREA HOSPITALS

|                                     |          |                                 |
|-------------------------------------|----------|---------------------------------|
| Chilton Memorial                    | 831-5000 | 97 West Parkway, Pompton Plains |
| Newton Memorial                     | 383-2121 | 175 High Street, Newton         |
| Morristown Memorial                 | 971-5004 | 100 Madison Avenue, Morristown  |
| Wayne General                       | 942-6900 | Hamburg Turnpike, Wayne         |
| Northwest Covenant Medical Centers: |          |                                 |
| Boonton (Riverside)                 | 316-1600 | Powerville Road, Boonton        |
| Denville (St. Claire's)             | 625-6000 | Pocono Road, Denville           |
| Dover                               | 989-3000 | Route 46, Dover                 |
| Sussex                              | 702-2600 | Sussex Borough                  |

**POISON CONTROL: 1-800-764-7661**

## Places of Worship

### **First Presbyterian Church of Berkshire Valley**

635 Berkshire Valley Road, Lake Hopatcong, Wharton, NJ 07885  
 Dr. David P. Muyskens ..... 973-366-8440

### **Grace Evangelical Free Church**

5550 Berkshire Valley Road, P.O. Box 2336, Milton/Oak Ridge, NJ 07438  
 Dr. Barry Liffiton ..... 973-697-2400

### **Holy Faith Lutheran Church**

104 Paradise Road, Newfoundland/Oak Ridge, NJ 07438  
 Rev. Craig E. Lutz ..... 973-697-6060

### **Hurdtown United Methodist Church**

Route 15 South, (Mailing address: 48 Venetian Drive) Lake Hopatcong, Wharton, NJ 07885  
 Rev. Carol Cook ..... 973-663-1663

### **The Philadelphia Church**

145 Oak Ridge Road, P.O. Box 246, Oak Ridge, NJ 07438  
 Pastor Steve Wolosin ..... 973-208-8757

### **Oak Ridge Presbyterian Church**

342 Oak Ridge Road, Oak Ridge, NJ 07438  
 Rev. James H. Coen ..... 973-697-4259

### **Milton United Methodist Church**

316 Dover-Milton Road, Milton/Oak Ridge, NJ 07438  
 Rev. Ellen N. Bechtold ..... 973-697-3194

**Star of the Sea Roman Catholic Church**

P.O. Box 337, Espanong Road, Lake Hopatcong, NJ 07849  
Rev. Christopher Muldoon ..... 973-663-0211

**St. Gabriel’s Episcopal Church**

Milton Road, Milton/Oak Ridge, NJ 07438  
Rev. Thomas Laws ..... 973-697-5688

**St. Thomas the Apostle Roman Catholic Church**

Berkshire Valley Road at Milton Road, Milton/Oak Ridge, NJ 07438  
Msgr. John Fitzpatrick..... 973-208-0090

**United Methodist Church of Lake Hopatcong**

520 Howard Boulevard, P.O. Box 65, Lake Hopatcong, NJ 07849  
Rev. Linda Prinz..... 973-663-3425

**JEFFERSON TOWNSHIP SCHOOLS**  
School District website: *www.jefftwp.org*

**Jefferson Township High School - Grades 9 to 12**

1010 Weldon Road, Oak Ridge, NJ 07438  
(973) 697-3535  
Principal: Karl Mundi  
Vice Principal: John Cinotti  
Vice Principal: Gregory Currie  
Director of Pupil Personnel Services: Inez Kraus  
School hours: 7:38 AM to 2:15 PM

**Jefferson Township Middle School - Grades 6 - 8**

1000 Weldon Road, Oak Ridge, NJ 07438  
(973) 697-1980  
Principal: Jeanne Howe  
Vice Principal: Kevin Lipton  
Vice Principal: Peggy Widgren  
School hours: 7:38 AM to 2:15 PM

**Ellen T. Briggs Elementary School - Grades 3 - 5**

One Jefferson Drive, Lake Hopatcong, NJ 07849  
(973) 663-0900  
Principal: Randi DeBrito  
School hours: 8:55 AM to 3:00 PM

**White Rock Elementary School - Grades 3 -5**

2 Francine Place, Oak Ridge, NJ 07438  
(973) 697-2414

Principal: Michael Valenti  
School hours: 8:50 AM to 2:55 PM

**Arthur Stanlick Elementary School - Grades 1 & 2**

East Shawnee Trail, Wharton, NJ 07885  
(973) 663-0520

Principal: Dr. Kelly Cooke  
School hours: 8:55 AM to 3:00 PM

**Cozy Lake Elementary School - Grades 1 & 2**

205 Cozy Lake Road, Oak Ridge, NJ 07438  
(973) 697-4777

Principal: Timothy Plotts  
School hours: 8:50 AM to 2:55 PM

**Robert F. Drummond Elementary School - Kindergarten**

Route 181, Lake Hopatcong, NJ 07849  
(973) 663-0760

Principal: Randi DeBrito  
School hours: 8:50 AM to 3:00 PM

**Milton Elementary School – Kindergarten/Pre-First**

52 Schoolhouse Road, Milton/Oak Ridge, NJ 07438  
(973) 697-4742

Principal: Timothy Plotts  
School hours: 8:45 AM to 2:55 PM

## Transportation: Day Care

Transportation services are provided by the Jefferson Township school district to and from the following day care center facilities. Priority is given to those students who go to and from a day care facility five days a week. Those with other needs will be bused only if seats are available. Transportation applications may be obtained from the respective day care center.

**Alpine Montessori**, 5676 Berkshire Valley Road, Oak Ridge, NJ 973-697-4564

**Country Day School @ Milton United Methodist Church**, Milton Road, Oak Ridge, NJ 07438 973-697-4734

**Jefferson Child Care & Education Center**, Nolan's Point Road, Lake Hopatcong, NJ 07849 973-663-2704

**Kiddie Academy**

**Loving and Learning Child Care Center**, 5669 Berkshire Valley Road, Milton, NJ 07438 973-208-8540

**My School Creative Child Care @ Oak Ridge Presbyterian Church**, 342 Oak Ridge Road, Oak Ridge, NJ 07438 973-697-3341

**Quality Time Child Care Center I**, 74 Oak Ridge Road, Oak Ridge, NJ 07438 973-697-6675

**Quality Time Child Care Center II**, 5504 Berkshire Valley Road, Oak Ridge, NJ 07438 973-697-9335

**Sunshine Day Care**, Prospect Point Road, Lake Hopatcong, NJ 07849 973-663-3891

**Wee Care, Inc.**, 36 Milton Road, Oak Ridge, NJ 07438 973-208-9268

## EMERGENCY SCHOOL CLOSINGS OR DELAYED OPENING OF SCHOOLS INCLEMENT WEATHER

For unscheduled closings of schools due to inclement weather or other emergencies, the local fire siren will be sounded at 6:00 AM. Tune in to radio stations WNNJ (1360AM and 103.7FM), WMTR (1250AM), WRNJ (107.1AM/FM), WSUS (102.3FM), WKXW-WB55 (NJ 101.5) and television stations NEWS-12 New Jersey, and WNYW-5 Good Day New York. You may also log on to [www.cancellations.com](http://www.cancellations.com) and [www.jefftwp.org](http://www.jefftwp.org) for further information.

Please do not attempt to call the schools, the Police Department, or the radio/TV stations for information concerning school closings but listen for information. Announcements will be made between 6:30 AM and 7:30 AM.

Athletic schedules and cancellations can be found at [www.highschoolsports.net](http://www.highschoolsports.net) daily after 1:30 PM.

**Jefferson Township Board of  
Education**

The Board of Education's regular meetings are held on the second and third Mondays of each month at 7:30 PM in the Library of the Jefferson Township Middle School on Weldon Road.

President – Fay Servedio, Vice President – Julianne S. Mastricola  
Members: Nicholas A. Anzano, Judy Castiglione, Louis Cerny, Horace Chamberlain, Robert Feldmann, Alice Hardy, Cynthia Scott

Business Office: 28 Bowling Green Parkway, Lake Hopatcong, NJ 07849  
General Office Number: 973-663-5780

- Superintendent of Schools – Dr. Kathaleen Fuchs. ....973-663-5780
- Assistant Superintendent – Joseph Kraemer .....973-663-5780
- Business Administrator/Board Secretary - Dora E. Mylchreest ..... 973-663-5782
- Director of Curriculum - Mary K. Thornton, Ph.D..... 973-663-0794
- Director of Special Services - Tina Steinberg..... 973-663-5783
- Director for Pupil Personnel Services – Inez Kraus..... 973-697-3535
- Athletic Director - John DiColo ..... 973-697-7708
- Technology Coordinator – Robert Fleming..... 973-697-3535
- Director of Food Services – Nawal Maroun..... 973-697-3046
- Transportation Coordinator - Lynne Stanlick..... 973-663-5785

**SCHOOL-RELATED PARENT ASSOCIATIONS IN  
JEFFERSON TOWNSHIP**

**Milton Tri-School PTA**

- President – Michelle Cannarozzi – 973-697-5059
- Vice President of Volunteers – Angie Sporer
- Vice President of Fundraising – Debbie Crusco
- Vice President of Programs – Linda Whitehead
- Corresponding Secretary – Audra Shuster
- Recording Secretary – Kathy Cook
- Treasurer – Anne Marie Nasi

Meetings at Cozy Lake School at 7:30 PM on the second Wednesday of every month

**Jefferson Consolidated PTA**

President – Lisa Peter – 973-663-0837  
Vice President – Dana Dudukovich  
Vice President – Laura Antonucci  
Vice President – Denise Deveau  
Corresponding Secretary – Terri Tate  
Recording Secretary – Millie Blazovic  
Treasurer – Stacy Trautmann

Meetings at 7 PM at the second Tuesday of every month. Babysitting is available.

**Jefferson Township Middle School PTA**

President – Renee Moran – 973-697-9676  
Vice President – Lake Hopatcong – Rita Melnyczuk  
Vice President – Milton – Amy Trueman  
Corresponding Secretary – Sandra Hyder  
Recording Secretary – Jill VanNess  
Treasurer – Betsy Ferguson

Meetings at 7:30 PM in the Middle School Media Center (call for dates).

**Jefferson Township High School PTSA**

President – Rose Jackameit  
First Vice President – Diane Lett  
Second Vice President – Michelle Cannarozzi  
Treasurer – Jean Kwasnik  
Secretary – Laura Oakes

Meetings are held on the third Tuesday of each month at 7:30 PM in the JTHS Library.

Contact Info: <http://www.jefftwp.org/highschool/> and click on the PTSA link or email to [jthsptsa@yahoo.com](mailto:jthsptsa@yahoo.com)

**Jefferson Township Special Needs Advocate Parents (SNAP)**

Contact:

Kelly Grieco: 862-397-3182 or Karen Helmstetter: 973-343-2575

Website: <http://www.jefftwp.org/specialservices/SNAP.html>

**Jefferson Township High School Band Parents Association**

President – Diane Lett – 697-6804  
Vice President – Merry Abbott  
Secretary – Donna Guarino  
Treasurer – Rose Jackameit

Meetings are held on the fourth Monday of every month in the high school cafeteria at 7:30 PM.

**Jefferson Township Middle School Band Parents Association**

President - Donna Staccioli  
Vice President - Ellen Miller  
Treasurer - Ann DiPietro  
Secretary - Mary Beth Faust

### **Jefferson Township High School Athletic Boosters**

President – Diane Norton – 973-697-1919

Vice President – Anne Towers

Secretary – Laura Oakes – 973-208-0408

Treasurer – Diane Tasker

Meetings are held on the first Monday of the month at 8:00 PM in the HS cafeteria.

Every High School athlete benefits from the fundraising.

### **Jefferson Sports League**

Sports and Recreation activities to youngsters in the Lake Hopatcong area (students that attend Drummond, Stanlick and Briggs schools). Activities include Spring and Fall baseball and softball, basketball and bowling.

JSL Hotline: 973-663-3714 Website: [www.jeffersonsportsleague.org](http://www.jeffersonsportsleague.org)

### **Milton Recreation Association**

Sports and Recreation activities to youngsters in the Milton area (students that attend Milton, Cozy Lake and White Rock schools). Activities include Spring and Fall baseball and softball and lacrosse.

Contact: 973-697-1588 Follow voice prompts for MRA officers and various sports

### **Youth Soccer**

Jefferson Youth Soccer sponsors in-town soccer during the Fall season for children K through 8. Travel teams are also sponsored in the Fall and Spring for children in grades 3-8. Summer soccer camps are also offered.

Soccer Hotline: 973-697-4511 Website: [www.jysonline.com](http://www.jysonline.com)

Address: Box 2404, Oak Ridge, NJ 07438

### **Girl Scouts**

Service Unit Managers: Rose Jackameit – [miltonSUM@gsofjt.org](mailto:miltonSUM@gsofjt.org)

Kathy Scanlon – [\\_lakeSUM@gsofjt.org](mailto:_lakeSUM@gsofjt.org) Vickie Nichols – [lakeSUM@gsofjt.org](mailto:lakeSUM@gsofjt.org)

Website: [www.gsofjt.org](http://www.gsofjt.org) for information on how to become involved in Girl Scouting

### **Boy Scouts**

Commissioner: Dr. John Scheri – 697-4843

### **Wrestling**

Contact: Nick Milonas – 973-208-0392

### **Recreation Cheerleading Association**

Contact: Dori Russo – 973-663-3128

### **Roller Hockey**

Contact: Lynn Polis – 973-208-8384

### **Ice Hockey**

Contact: Barry Stokes – 973-633-2883

### **Football**

Contact: Rob Higgins – 973-663-0817

# Jefferson Township Recreation Department

Jefferson Township's full-time Recreation Director is Grace Rhinesmith with Roland Sparling as Director of Parks, Carol Punturieri and Eileen Kenyon serve as the office staff. The Recreation Department is located at Camp Jefferson, 81 Weldon Road in Lake Hopatcong (brown house with red trim to the right of the driveway entering the Camp Jefferson facility).

Telephone: 973-663-8404

E-mail: [JEFFREC@jeffersontownship.net](mailto:JEFFREC@jeffersontownship.net)

Fax: 973-663-8409

**Camp Jefferson** is located at 81 Weldon Road, one-half mile from Route 15. This 97-acre facility was purchased in 1999 by the Township of Jefferson from the Boys' and Girls' Club of Clifton. Renovated buildings include the Community Lodge, a Recreation Center, The Jefferson Highlights Community Television cabin, the Jefferson Township Chamber of Commerce cabin, the BD&W Model Railroad Train cabin, and three cabins for Scouting. The Community Lodge is available for rental (no alcohol) for birthdays, anniversaries, graduation parties, etc. Also on the site are trails for hiking, an all-purpose field, a five-acre lake, a fire ring, an outdoor pavilion, and an amphitheater. This facility is used seven days a week by numerous recreational and civic groups for meetings, registration sessions, and dinners.

**Camp Jefferson Summer Day Camp:** The summer day camp program will run from June 25th through August 24th for a total of nine weeks at the township's 94-acre facility on Weldon Road in Lake Hopatcong, NJ. Special early bird fees will be \$135 for a full five-day week (9 AM to 3 PM) and \$95 for a three-day week (9 AM to 3 PM with your choice of days). Any registrations received or postmarked after April 23, 2007 will incur the regular fees of \$165 and \$125 respectively. Before and/or after camp care, electives, special off-site trips, and morning only bus transportation will be available for an additional charge.

Informational brochures and full registration packets will be available in person through the Recreation Department at Camp Jefferson (81 Weldon Road) and in the brochure racks at both the Jefferson Township Municipal Building and the Public Library. Parents can also call the Recreation Department at 973-663-8404 or e-mail [CPUNTURIERI@jeffersontownship.net](mailto:CPUNTURIERI@jeffersontownship.net) with their name and address to request that a packet be mailed to them. Packets and brochures cannot be faxed, but the entire registration packet is online at [www.jeffersontownship.net](http://www.jeffersontownship.net), click on the yellow link box on the left of the home page entitled "Forms Center" and scroll to the Recreation Department.

A \$25 non-refundable registration fee must accompany each registration packet along with full payment for one 3-day or one 5-day week along with a completed health history form, a signed discipline policy, and copies of the child's immunization records and health insurance card.

## Special Events at Camp Jefferson

**Winterfest** is held in February, and Camp Jefferson is transformed into a place to sleigh-ride, toboggan, and snow tube down the hill towards the lake. If Mother Nature cooperates, participants can expect outdoors fun with refreshments in the Community Lodge next to a roaring fire.

**Easter Egg Hunt** is held the Saturday morning before Easter and is open to families with young children age 6 and under. There are traditionally three separate groups consisting of toddlers to age two, three and four-year olds, and five and six-year olds. Children get to visit with the Easter Bunny, and parents are encouraged to bring their cameras.

**Fall Festival** is scheduled the second weekend in October with refreshments, hayrides, pumpkin painting, and other fun events.

**Christmas at Camp Jefferson** is held the first Saturday in December when the rustic Community Lodge is transformed into a winter wonderland. Come visit with Rudolph, Frosty, and most importantly, Santa, Mrs. Claus, and the elves. Music, refreshments, story time, and coloring are the norm for the day. Bring the camera for great pictures.

**Bikes, Blades & Boards** is Jefferson Township's skate park located at Camp Jefferson. Open from April though November, this facility is geared towards bicycles, rollerblades, and in-line skating. Open on a limited basis and fully supervised, there are seasonal and daily registrations available. Safety equipment is mandatory – helmets, wrist guards, knee and elbow pads.

**Municipal Parks/Fields:**

*Jefferson South – Lake Hopatcong*

|                                                     |               |
|-----------------------------------------------------|---------------|
| Children's Park on Schwarz Boulevard .....          | ( .25 acres)  |
| East Shore Park on East Shore Road .....            | ( .76 acres)  |
| Lakeside Recreation Complex on Route 15 South ..... | (14.72 acres) |
| Prospect Point Park on Brady Road .....             | ( 1.10 acres) |
| Shore Road Park on Shore Road .....                 | ( .25 acres)  |

*Jefferson North – Milton/Oak Ridge*

|                                                                     |               |
|---------------------------------------------------------------------|---------------|
| Chamberlain Road Recreation Complex<br>on Chamberlain Road .....    | (10.60 acres) |
| Creative Playground at the Municipal Complex<br>on Weldon Road..... | ( 1.00 acre)  |
| Dogwood Park on Dogwood Drive .....                                 | ( 6.62 acres) |
| Longwood Lake Park on Longwood Lake Road .....                      | ( .24 acres)  |
| Ralph Ackerson Memorial Field on Ridge Road .....                   | (27.30 acres) |
| Kennedy Field on Apollo Drive .....                                 | ( 2.14 acres) |
| Johnson's Pond Park on Chamberlain and Notch Roads                  |               |
| Bicentennial Veterans' Memorial Park at the Municipal Complex       |               |
| Gazebo at the Municipal Complex                                     |               |

## Dial-A-Ride

Transportation for Senior Citizens 55 and over, and disabled residents for medical appointments and local shopping. Call the Dial-A-Ride office at 973-663-8404 to receive additional information.

### Dial-A-Ride Schedule

|           |                              |                                  |
|-----------|------------------------------|----------------------------------|
| MONDAY    | OAK RIDGE AREA               | LOCAL SHOPPING AND MISCELLANEOUS |
| TUESDAY   | LAKE HOPATCONG AREA          | LOCAL SHOPPING AND MISCELLANEOUS |
| WEDNESDAY | OAK RIDGE AREA               | LOCAL SHOPPING AND MISCELLANEOUS |
| THURSDAY  | LAKE HOPATCONG AREA          | LOCAL SHOPPING AND MISCELLANEOUS |
| FRIDAY    | LAKE HOPATCONG AND OAK RIDGE | LOCAL SHOPPING AND MISCELLANEOUS |

Please give a **ONE-DAY** notice for shopping days. You must call by 2 PM the day *prior* to your pick-up or you will not be taken. Local shopping is the following: K-Mart, Wal-Mart, Shop Rite, A&P, Pathmark, nutrition sites, and local banks.

To arrange all appointments please call 663-8404 and leave a voice mail message with you full name, telephone number, and the date and destination of where you want to go.

**MEDICALS** transported by the Dial-A-Ride vehicle and the MAPS Van run 5 days a week. We prefer to only transport within a 15-mile radius of Jefferson Township. We need at least **TWO DAYS ADVANCED** notice on medical appointments. We thank you in advance for your cooperation in this.

**The above services are available to all Jefferson Township Senior Citizens (55 and over) and Disabled persons of the Township, and are free of charge.**

# **MAHLON DICKERSON RESERVATION AND SAFFIN ROCK RILL**

**Morris County Park Commission Properties**

**Located Within Jefferson Township's Borders**

Mahlon Dickerson Reservation, the largest park of the Morris County Park System, encompasses 3,200 acres of near wilderness and recreational areas, with over 20 miles of multi-use trails. One of the Reservation's outstanding features is Headley Overlook, one of the highest points in the Morris County Park System. Along the Pine Swamp trail, can be found the highest point in Morris County at 1395 feet.

Mahlon Dickerson Reservation has four activity areas, beginning with two options for overnight stays. The first is a camping area with tent sites and Adirondack shelters, complete with platforms, picnic tables and fire rings. In addition, the Mahlon Dickerson trailer area, with paved sites, features electric and water hook-ups, picnic tables and charcoal grills. Visitors to the Saffin Pond area have access to hiking, biking, and equestrian trails as well as fishing, canoe rental, ice-skating, and picnicking. Finally, the general picnic area has both group and family sites with tables and charcoal grills, a pavilion, ballfield, exercise area, and horseshoe pit.

For reservation and fee information for the camping and trailer areas, call (973) 663-0200; for information on using the other facilities at Mahlon Dickerson, call (973) 326-7631.

**DIRECTIONS:** Interstate 80 to Exit for Route 15 -NORTH. Proceed on Route 15 NORTH 5 Miles to Weldon Road Exit - Take Weldon Road and travel approximately 4 miles - EAST - the Reservation is on both sides of the road. **FROM:** I-287 Take exit for Interstate 80 WEST, follow until you reach exit for Route 15 NORTH - proceed as instructed above.

**Berkshire Valley Golf Course** (18-hole-public course to open in late 2003/early 2004) on Berkshire Valley Road (entrance will be on Hardbargain Road off Cozy Lake Road), Jefferson Township, Milton/Oak Ridge, NJ 07438. Owned and operated by the Morris County Park Commission.

## **TOWNSHIP SPONSORED SPORTS ACTIVITIES**

The following activities are sponsored directly by the Jefferson Township Recreation Department:

|                                     |                        |
|-------------------------------------|------------------------|
| Babe Ruth Spring Traveling Baseball | Karate                 |
| Boys' Traveling Basketball          | Ski Program            |
| Family trips                        | Men's Basketball       |
| Girls' Traveling Basketball         | Pilates                |
| Tennis Lessons                      | Women's Volleyball     |
| Yoga                                | Youth Swimming Lessons |

CONTACT: The Jefferson Township Recreation Department at 973-663-8404  
Or [JEFFREC@jeffersontownship.net](mailto:JEFFREC@jeffersontownship.net) for more information.

## **INDEPENDENT COMMUNITY SPORTS ORGANIZATIONS**

The following organizations are independent sports organizations that are partially funded by Jefferson Township and who depend on Township and Board of Education facilities to run their programs:

- Co-Ed Fall Softball League
- Jefferson Center Ice Hockey Club
- Jefferson Sports League (JSL)
- Jefferson Township Recreation Cheerleading Association (JTRCA)
- Jefferson Township Youth Hockey League

Jefferson Township Youth Roller Hockey League

Jefferson Youth Football

Jefferson Youth Wrestling

Jefferson Youth Soccer

Men's Softball League

Milton Recreation Association (MRA)

Women's Summer Softball League

CONTACT: The Jefferson Township Recreation Department at 973-663-8404  
Or [JEFFREC@jeffersontownship.net](mailto:JEFFREC@jeffersontownship.net) for more information.

# Garbage Collection Schedule

**FOR ALL RESIDENTS LIVING IN THE LAKE HOPATCONG AREA:** including all areas of Lake Shawnee, Weldon Road to the Sprint Tower, Lower Berkshire Valley Road and Berkshire Valley Road from Route 15 to Taylor Road.

**YOUR PICKUP DAYS SHALL BE MONDAYS AND THURSDAYS.**

**FOR ALL RESIDENTS LIVING IN THE MILTON/ OAK RIDGE AREAS:** including all areas of Lake Stockholm, Ridge Road to the Sparta Line, Berkshire Valley Road from Taylor Road to the Passaic County line

**YOUR PICKUP DAYS SHALL BE TUESDAYS AND FRIDAYS.**

**PLEASE HAVE YOUR GARBAGE CANS AT THE CURB BY 6 AM** to assure pickup. Additionally, **all residents are limited to only two-30 gallon standard garbage cans.** The hauler will not pick up larger garbage cans made for recycling, 55-gallon drums, landscaping plastic containers, etc. There is no exception to this rule.

**Bulky Metal, Brush and Grass Collection** shall be scheduled for Wednesdays. During the period of April 1 through November 31. Brush and Grass collection will be scheduled each Wednesday. For this period, residents are required to call the Municipal Building Receptionist at 697-1500 **on Monday morning at 9:00 AM** to be scheduled for pickup on Wednesday. Bulky Metal will continue to be collected by appointment only. Bulky items may still be disposed of on the second pickup of the week substituting one can of garbage for each bulky item. If you have any questions, you may contact 697-1500, 9:00 AM-4:30 PM, for assistance.

**FOR HOLIDAYS** such as NEW YEAR'S DAY, MEMORIAL DAY (Monday), JULY 4th, LABOR DAY (Monday), THANKSGIVING DAY (Thursday), and CHRISTMAS DAY -- During these days when the holiday falls on a weekday, the scheduled garbage collection day will be made up the next workday with that day's collection being shifted accordingly to the next day. If this day is a Wednesday, no brush or grass collection will occur that week. Anytime there is a holiday, regardless of which day, there will be no metal or yard waste pickup that week.

# Recycling Collection Schedule

## *January 2008 to December 2008*

| <u>Week of</u> | <u>Type</u>      | <u>Week of</u> | <u>Type</u>      | <u>Week of</u> | <u>Type</u>      |
|----------------|------------------|----------------|------------------|----------------|------------------|
| January 6      | <i>Paper</i>     | May 4          | <i>Comingled</i> | August 31      | <i>Paper</i>     |
| January 13     | <i>Comingled</i> | May 11         | <i>Paper</i>     | September 7    | <i>Comingled</i> |
| January 20     | <i>Paper</i>     | May 18         | <i>Comingled</i> | September 14   | <i>Paper</i>     |
| January 27     | <i>Comingled</i> | May 25         | <i>Paper</i>     | September 21   | <i>Comingled</i> |
| February 3     | <i>Paper</i>     | June 1         | <i>Comingled</i> | September 28   | <i>Paper</i>     |
| February 10    | <i>Comingled</i> | June 8         | <i>Paper</i>     | October 5      | <i>Comingled</i> |
| February 17    | <i>Paper</i>     | June 15        | <i>Comingled</i> | October 12     | <i>Paper</i>     |
| February 24    | <i>Comingled</i> | June 22        | <i>Paper</i>     | October 19     | <i>Comingled</i> |
| March 2        | <i>Paper</i>     | June 29        | <i>Comingled</i> | October 26     | <i>Paper</i>     |
| March 9        | <i>Comingled</i> | July 6         | <i>Paper</i>     | November 2     | <i>Comingled</i> |
| March 16       | <i>Paper</i>     | July 13        | <i>Comingled</i> | November 9     | <i>Paper</i>     |
| March 23       | <i>Comingled</i> | July 20        | <i>Paper</i>     | November 16    | <i>Comingled</i> |
| March 30       | <i>Paper</i>     | July 27        | <i>Comingled</i> | November 23    | <i>Paper</i>     |
| April 6        | <i>Comingled</i> | August 3       | <i>Paper</i>     | November 30    | <i>Comingled</i> |
| April 13       | <i>Paper</i>     | August 10      | <i>Comingled</i> | December 7     | <i>Paper</i>     |
| April 20       | <i>Comingled</i> | August 17      | <i>Paper</i>     | December 14    | <i>Comingled</i> |
| April 27       | <i>Paper</i>     | August 24      | <i>Comingled</i> | December 21    | <i>Paper</i>     |
|                |                  |                |                  | December 28    | <i>Comingled</i> |

### **ACCEPTABLE RECYCLABLE ITEMS**

- Newspapers and magazines bundled and tied with string or twine (**not tape or wire**) OR placed in brown paper bags with outer plastic bags removed
- Junk mail, mixed paper, paperboard and cardboard placed in brown paper bags OR reusable recycling container
- Corrugated cardboard boxes flattened and tied
- Co-mingled glass food and beverage containers
- Co-mingled metal (aluminum, steel or tin) food and beverage containers
- Co-mingled plastic food and beverage containers with recyclable symbol on container with #1 and #2 ONLY.

All other plastic items are to be placed in the household trash.

**Note: Please remove lids and rinse out containers**

### **UNACCEPTABLE ITEMS**

- Plastic bags may not be used as recycling containers and will not be picked up
- Paper that is waxed or coated (e.g., milk cartons, juice boxes, ice cream containers, etc....) is not to be recycled
- Broken glass, window glass, mirrors, dishes, ceramics, light bulbs, clay flower pots and similar unsafe objects, are not to be recycled
- Pie tins, aluminum foil, clothes hangers, pots, pans and similar metal objects, are not to be recycled
- Yogurt, sour cream and/or cottage cheese containers, butter tubs, deli containers, food trays, plastic utensils, toys and plant trays are not to be recycled

**Recycling can be brought to the Recycling Center located on  
Weldon and Sparta Mountain Roads**

Hours Open to the Public

Wednesdays 9:00 am to 1:00 pm

Saturdays 9:00 am to 2:00 pm

### **Homeowner Construction Debris Disposal**

- Disposal is allowed Saturdays, by appointment only, between 9:00 am and 1:30 pm. To schedule an appointment, Please call 697-1500 from 9:00 am – 4:30 pm Monday through Thursday.
- Be advised there is a limit of 40 appointments per week on a first call basis. During peak months the list is subject to be closed prior to Thursday.
- Maximum of one bed level pickup truck load per appointment per week.
- This program is available to Jefferson Township resident homeowners only. No contractors or commercial businesses permitted.
- Proof of residency is required prior to unloading.

### **Vegetative Waste**

- Tree branches, limbs, shrubs, etc..., **less than 3" in diameter and not longer than 4 ft.**, may be brought to the Recycling Center
- Two bundles, cans or bags are allowed per week

- Grass clippings and leaves will **not** be accepted (recycle to your compost pile or place curbside for weekly collection on Wednesdays)

### **Hazardous Waste**

- Motor oil and other hazardous waste must be take to the Morris County M.U.A. (by appointment only; call 973-829-8006)

### **Bulk Waste**

- Furniture, mattresses and other bulk waste are collected curbside on the 2<sup>nd</sup> garbage pick-up day of the week

### **Appliances and Metal Items**

- Call 973-697-1500 to arrange for curbside pick-up

### **Tires**

- Accepted at the Parsippany Transfer Station by calling (973) 808-9651

**For Recycling questions, call Gino Recksiek at 973-208-6138**

## **NOTICE REGARDING CLOTHING RECYCLING BINS**

It has come to the Township of Jefferson's attention that residents are placing numerous items outside the many clothing recycling bins located through out the community. The attempt is being made to keep these areas clean and prevent them from becoming unsightly.

There have been many complaints mainly from the Old A&P Shopping Center located on Berkshire Valley Rd. about toys and other items being placed outside the bins.

Residents should be aware that the bins are for clothing only. Any other items are not accepted. They are generally thrown away and are not recycled.

If residents have toys and other items that they would like to give away to charity, it is recommended that they be sold to a consignment shop or donated to organizations such as the Salvation Army or put out for regular garbage pick up.

In addition, if the bins are full, clothing should be brought to another location. Township sponsored bins are located at the new & old A&P locations on Berkshire Valley Rd as well as the Township Recycling Center. D.A.R.E sponsored bins are located at the Pathmark Shopping Center. Proceeds from these bins go toward the community & youth programs as well as the D.A.R.E program

Anyone caught placing items outside the bins can be issued a summons for littering under local ordinance. If the littering situation continues, the Township may be forced to have the bins removed.

LICENSE NO. \_\_\_\_\_ FEE: \$6.00

## **APPLICATION FOR GARAGE SALE PERMIT**

Garage Sales shall mean and include all sales entitled "Garage Sales", "Lawn Sales", "Attic Sales", "Rummage Sales", and other Temporary displays which will be held outdoors or advertised by means of signs displayed outdoors.

NAME OF APPLICANT \_\_\_\_\_

ADDRESS OF APPLICANT \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

NAME OF OWNER OF PROPERTY ON WHICH SALES ARE TO BE CONDUCTED \_\_\_\_\_

**IF APPLICABLE**, WRITTEN CONSENT OF OWNER OF PROPERTY IF OTHER THAN APPLICANT

(Owner Signs Here) \_\_\_\_\_

DATE(S) OF SALE: \_\_\_\_\_ (Not To Exceed Two Consecutive Days)

HOURS OF SALE: \_\_\_\_\_ (Only between 9:00 AM and dusk)

**If you need to cancel (rain-date), you MUST call 208-6132 during working hours for authorization to reschedule**

DATES AND NATURE OF ANY PAST SALES CONDUCTED BY APPLICANT THIS YEAR \_\_\_\_\_

HAS APPLICANT BEEN ISSUED ANY OTHER VENDOR'S LICENSE BY ANY LOCAL, STATE, OR FEDERAL AGENCY? \_\_\_\_\_ IF SO, EXPLAIN \_\_\_\_\_

**I CERTIFY THE FOREGOING INFORMATION IS TRUE AND CORRECT: I AM AWARE THAT IF THE FOREGOING STATEMENTS MADE BY ME ARE WILLFULLY FALSE, I AM SUBJECT TO PUNISHMENT BY LAW.**

Application Submitted on \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

**PLEASE TAKE NOTICE** that pursuant to Chapter 94, sales can only be conducted between 9:00 AM and dusk. Signs advertising the sale **must** be obtained from the Clerk's Office only. Two signs are supplied for the \$6.00 fee. Extra signs can be purchased for an additional \$0.50 each. Signs **must** be removed within 24 hours of the conclusion of the sale and cannot be posted without permission from the property owner and are **not allowed on any telephone poles or street signs**. Only two licenses are permitted per property for any twelve (12) month period.

**DO NOT WRITE BELOW THIS LINE**

ISSUED \_\_\_\_\_ CLERK'S OFFICE \_\_\_\_\_

c: Chief of Police  
Zoning Officer

# Jefferson Township Library

1031 Weldon Road, Oak Ridge, NJ 07043  
Telephone: (973) 208-6115  
Fax: (973) 697-7051

## The Library Mission:

*To provide enriching and educational library services that improve the community's quality of life.*

*The Library offers a rich collection of books, magazines, and newspapers, as well as many arts and cultural programs for children and adults. A calendar of Library events is available at the Library's website <http://www.jeffersonlibrary.net> Through this website, you can also access the Library's catalog, magazine articles, and make requests for books. Call 973-208-6115 for more information or e-mail Library Director Seth Stephens at [stephens@main.morris.org](mailto:stephens@main.morris.org)*

## Library Hours:

|                                 |                |
|---------------------------------|----------------|
| Monday-Thursday .....           | 10:00AM-9:00PM |
| Friday .....                    | 10:00AM-5:00PM |
| Saturday .....                  | 9:00AM-3:00PM  |
| Sunday (except in August) ..... | 1:00 PM-5:00PM |

## How Do I get a Library Card?

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Anyone, four or older, who is a resident of Jefferson Township may receive a Jefferson Township Library Card.

Library cards can be obtained:

**At the Library:** A Library card can be obtained directly from the Library by presenting some form of identification or piece of mail that has your name and address in Jefferson. A staff member will be able to provide you with a library card within a few short minutes.

**Through the Mail:** Library cards can also be obtained through the mail. Call the Library at 973-208-6115, and request that they mail you an application for a library card. Return the completed application to the Library, either by mail or in person, along with a copy of some form of identification or a piece of mail with your address in Jefferson and they will mail you a library card.

**Library Card Bonus:** With your Jefferson Township Library Card you will be able to borrow books from any other public library in Morris County.

# Senior Citizen Organizations/Services

## **Dial-A-Ride Service**

Contact Phone Number: 973-663-8404 to make an appointment for service and schedules.

Free transportation service for seniors and the disabled for area medical appointments, shopping, and banking.

## **Golden Age Club of Milton/Jefferson**

President, Phil Leavitt

Contact Phone number: 973-208-2424

Senior Citizen Center: 973-208-1001

Meets every other Monday at 1 PM at the Senior Citizens Center, 54 Schoolhouse Road, Milton/Oak Ridge, NJ 07438. Bingo is played at the close of each meeting. All seniors age 55 and over are encouraged to join.

## **Jefferson Township Health Department Clinics**

Contact Phone Number: Health Center at 973-663-0700 or Municipal Building at 973-697-1500.

Free or nominal cost health services offered at the Jefferson Township Public Health Center on Minnisink Road.

## **Jefferson Township Nutrition Site**

Contact Phone number: 973-208-0788

Meets on Mondays, Tuesdays, and Thursdays for coffee and...at 9 AM followed by a program at 11 AM with lunch served at noon at the Senior Citizens Center, 54 Schoolhouse Road, Milton/Oak Ridge, NJ 07438. Seniors 55+ are welcome.

## **Jefferson Township Senior Center**

Contact: Linda Hendricksen, Recreation Leader

Contact Phone number: 973-208-1001. Call for weekly activity schedule, trips, etc. The Steering Committee meets the first Monday of the month at 1 PM. All are welcome.

## **Lakeland Senior Citizens Club of Jefferson**

President, Janet Donegan

Contact Phone number: 973-663-0841

Meets on alternate Tuesdays at 1 PM at Camp Jefferson's Community Lodge, 81 Weldon Road, Lake Hopatcong, NJ 07849.

**Meals on Wheels**

Contact Phone Number: 973-285-6885  
Home delivery of a hot meal for shut-ins.

**Senior Health Insurance Program (SHIP) Counseling**

Free Medicare counseling available at the Jefferson Township Senior Center, 54 Schoolhouse Road from 10 AM to 1 PM on the second and fourth Mondays of the month. Free Medicare counseling is offered, information concerning health insurance, and assistance in medical record keeping. No appointment necessary, and the services are free.

**Social Services Assistance**

Director Charlotte Wilson, Jefferson Township  
Contact Phone Number: 973-208-2109

**Volunteers of Morris County (R.S.V.P.)**

Contact Phone Number: 973-208-1001  
Volunteers place daily telephone calls to housebound individuals to check on their status.

# JEFFERSON TOWNSHIP CLUBS AND ORGANIZATIONS

(We have attempted to provide accurate contact information)

After Baby Comes (A.B.C.)

Meet Tuesdays 9:30 am to 11:30 am at St. Thomas Church  
Tammy Healy, 973-663-6960 or Celine LaFratte, 973-208-3181

American Legion Ladies Auxiliary of Milton/Oak Ridge

c/o Susan DeBernard, 5 North Alpine Drive, Lake Hopatcong, NJ 07849

American Legion Post 245 (Wm. Flatt Memorial Post)

c/o Commander Frank Herbert, 113 Quail Ridge Road, Stroudsburg, PA 18360

American Legion Post 423 (Tri-County Memorial Post)

c/o Commander, Legion Road, Oak Ridge, NJ 07438 973-697-7376

Boy Scouts

Commissioner: Dr. John Scheri – 973-697-4843

Character Counts!

c/o Fay Servedio, 9 Edgewater Avenue, Oak Ridge, NJ 07438 or visit  
[www.charactercounts.org](http://www.charactercounts.org)

D.A.R.E. (Drug Awareness Resistance Education)

Contact: Julie Masticola at 973-697-9367

Fire Company No. 1 Ladies Auxiliary

c/o Debbie Crum, 331A Dover-Milton Road, Oak Ridge, NJ 07438

Fire Company No. 2 Ladies Auxiliary

c/o Bonnie Lambert, Route 15 South, P.O. Box 5, Lake Hopatcong, NJ 07849

Friends of the Library

c/o Carolyn McKnight, 21 Moquis Trail, Oak Ridge, NJ 07438

Garden Club of Milton

c/o Mary Wilton, 20 Lark Lane, Oak Ridge, NJ 07438

Hearts & Hands of Jefferson

c/o Mike Tokazowski, P.O. Box 164, Lake Hopatcong, NJ 07849

Jefferson Arts Committee

c/o Carol Punturieri, P.O. Box 2604, Oak Ridge, NJ 07438

Jefferson Community Players  
c/o Jean Simonson, Pres., P.O. Box 2604, Oak Ridge, NJ 07438

Jefferson Township Chamber of Commerce  
Linda Hamer, President  
visit [www.jeffersontownshipchamber.com](http://www.jeffersontownshipchamber.com)

Jefferson Township Community Band  
c/o Peter Tummillo, Dir., P.O. Box 2604, Oak Ridge, NJ 07438

Jefferson Township Community Chorus  
c/o Robin VanSchaick, Dir., P.O. Box 2604, Oak Ridge, NJ 07438

Jefferson Township Democratic Club  
c/o Patricia Galfo, Weldon Road, Oak Ridge, NJ 07438

Jefferson Township Gazebo Committee  
c/o Roberta Shaw, Chairperson, P.O. Box 2604, Oak Ridge, NJ 07438

Jefferson Township Girl Scouts  
Website: [www.gsofjt.org](http://www.gsofjt.org) for more information on how to become involved in Girl Scouting

Jefferson Township Historical Society  
Contact: Christine Williams, President – 973-697-8675  
Jefferson Township Museum: 973-697-0258

Jefferson Township Republican Club  
Contact: Wally Ward – 201-725-0384

Jefferson Township Woman's Club  
c/o Linda Kerr, Apache Trail, Oak Ridge, NJ 07438 or 973-697-5523

Junior Woman's Club of Jefferson  
Contact: Erin Giarrusso, 973-208-9742  
Christine Cocca, 973-697-0342

Knights of Columbus Joseph F. Lamb Council No. 5510  
c/o Lou Schnackenberg, 17 Highland Road, Oak Ridge, NJ 07438 or 973-697-6157

Lake Hopatcong Area Business Association  
c/o Mikki Nugaris, 808 Route 15 South, Lake Hopatcong, NJ 07849

LeTip of Jefferson

c/o Joan Pissani at 973-697-3384

Municipal Alliance for a Drug-Free Community

c/o Julie Masticola, 11 Little Doe Run, Oak Ridge, NJ 07438

Police Benevolent Association Local 190

c/o Albert Chibookian, President, 1032 Weldon Road, Oak Ridge, NJ 07438  
973-208-1330

Piece Partner Quilters

c/o Mary Parr, Milton Road, Oak Ridge, NJ 07438

Rotary Club of Jefferson

c/o Robert Latour, 3 Cardinal Court, Oak Ridge, NJ 07438 – or –  
[www.jtrotary.freesevers.com](http://www.jtrotary.freesevers.com)

Scales and Tails 4H Club

c/o 4H Clubs of Morris County, contact Kathy Murarik at 973-285-8301

Veterans of Foreign Wars Post 564

c/o Commander Warren Curd, 14 Puddingstone Lane, Oak Ridge, NJ 07438

Woodcarvers Club

c/o Bob Caldo, East Birch Road, Oak Ridge, NJ 07438

**JEFFERSON TOWNSHIP PRIVATE LAKE  
ASSOCIATIONS**

**Cozy Lakers Association**

President, Bob Caldo  
18 East Birch Road  
Oak Ridge, NJ 07438  
973-697-1006

**Community Association of Prospect Point**

President, Gary Lopes  
Two Maine Street  
P.O. Box 414  
Lake Hopatcong, NJ 07849  
973-663-2997

**Deer Trail Property Owners Association of Longwood Lake**

President, Virginia Randall  
1 Eagle Drive  
Oak Ridge, NJ 07438  
973-545-2011

**East Shore Property Homeowners Association**

Bill Craig, Trustee  
973-663-4295  
PO Box 102  
Lake Hopatcong, NJ 07849

**Lake Forest Yacht Club**

[www.lfyc.org](http://www.lfyc.org)  
Commodore, Frank Gutowski  
PO Box 217  
Lake Hopatcong, NJ 07849  
973-663-0158

**Lake Shawnee Club**

[www.lakeshawneeclub.org](http://www.lakeshawneeclub.org)  
President, Eric F. Wilsusen  
Office Manager: Lisa Peter  
4 West Shawnee Trail  
Wharton, NJ 07885  
973-663-1307

**Lake Stockholm Country Club & Community Association, Inc.**

President, John Coyne

PO Box 151

Stockholm, NJ 07460

973-208-2205

**Lake Winona Civic Association**

[www.lwca.cjb.net](http://www.lwca.cjb.net)

President, Charles Lohr (201-787-9884)

5 Como Terrace

Lake Hopatcong, NJ 07849

**Preston Lake Estates Homeowners Association**

President, Bruce Dreher

18 Upper Lake Road

Oak Ridge, NJ 07438

973-697-6063

**Swannanoa Sentinel Society**

Al Salzano

973 697 9197

P.O. Box 2385

Oak Ridge, NJ 07438

**White Rock Lake Association**

42 White Rock Boulevard

Oak Ridge, NJ 07438

973-697-9862 or

Sue Dallicardillo

973-208-7789

# JEFFERSON TOWNSHIP'S LICENSED

## MOBILE HOME PARKS

### 2007 MOBILE HOME PARKS – Owner's Addresses

|                                                                                                                                                                                    |           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Vincent O'Rourke<br>Oak Ridge Assoc. Mobile Home Park<br>80 Milton Road<br>Milton, NJ<br><b><u>Mailing Address:</u></b><br>159 Liberty Street<br>Little Ferry, NJ                  | 49 spaces |
| Kenneth Wefer<br>Lakeland Mobile Home Park<br>695 Rt. 15 South<br>Lake Hopatcong, NJ 07849<br><b><u>Mailing Address:</u></b><br>Same as above                                      | 15 spaces |
| Richard Kimble<br>Lozier Trailer Park LLC<br>44 Ridge Road<br>Milton, NJ<br><b><u>Mailing Address:</u></b><br>29 Sisco Road<br>Newfoundland, NJ 07435                              | 34 spaces |
| Sharon A. Leek<br>Sandy Point Inc.<br>Sandy Point Drive<br>Lake Hopatcong, NJ<br><b><u>Mailing Address:</u></b><br>37 Wild Way<br>Lake Hopatcong, NJ 07849                         | 51 spaces |
| YB Properties LLC<br>San Bar Drive and Betty Drive<br>Lk. Hopatcong, NJ<br><b><u>Mailing Address:</u></b><br>Bette-Jean Dragonetti<br>27 San Bar Drive<br>Lake Hopatcong, NJ 07849 | 40 spaces |

Over 49 spaces require State approval subject to possible condition as stated at meeting of March 20, 1978.

## **JEFFERSON TOWNSHIP'S LICENSED**

### **JUNK YARDS**

Harry F. Pascoe  
187 Weldon Road, Lake Hopatcong, NJ 07849

973-663-0635

Sars  
113 Schoolhouse Road, Oak Ridge, NJ 07438

973-697-3390

## **Jefferson Township's Licensed**

### **Kennel**

Lake Hopatcong Kennel  
14 Route 181  
Lake Hopatcong, NJ 07849

973-663-1111

## **LIST OF PUBLIC UTILITIES**

This list is prepared as a courtesy and should not be taken as legendary. Applicant is responsible for correct notification. Notice should be sent to Corporate Secretary's attention regarding Public Utilities and to the General Managers attention of Cable Television.

This list does not include any private water companies that may be in the area.

- a) Bell Atlantic Inc., 540 Broad Street, Room 1500, Newark, NJ 07101
- b) GPU Energy, P.O. Box 487, Neptune, NJ 07754-0487
- c) AT&T Wireless, (15 East Midland Ave.), P.O. Box 570, Paramus, NJ 07652
- d) Jefferson Township Municipal Utilities, 1033 Weldon Road, Lake Hopatcong, NJ 07849
- e) Cablevision, 683 Route 10 East, Randolph, NJ 07869

- f) N. J. Natural Gas Co., 201 Roundhill Road, Rockaway, NJ 07866
- g) PSE&G, P. O. Box 570, Newark, NJ 07101
- h) New York Susquehanna & Western Railroad, 309 River Road, Edgewater, NJ 07020
- i) Consolidated Rail Corporation, 510 Thornall Street, Suite 240, Edison, NJ 08837
- j) Verizon Residential Service, Mon-Friday 8:30 am to 5 pm, in NJ at 1-800-427-9977 and outside of NJ at 1-800-755-1068

# Jefferson Township's Legislative Representatives

Every resident of Morris County, NJ is served by two United States Senators, One Congressman (member of the House of Representatives), one State Senator, and two Assemblymen (members of the General Assembly).

## **U.S. Senators representing Jefferson Township:**

**Senator Frank Lautenberg (D)**  
825A Hart Senate Office Building  
Suite 324  
Washington, DC 20510  
202-224-3224 / 202-228-4054 (Fax)  
[Frank.Lautenberg@lautenberg.senate.gov](mailto:Frank.Lautenberg@lautenberg.senate.gov)

*District Offices:*  
One Gateway Center  
23<sup>rd</sup> Floor  
Newark, NJ 07102  
973-639-8700 / 973-639-8723 (Fax)

**Senator Robert Menedez (D)**  
502 Hart Senate Office Bldg.  
Washington, DC 20510  
202-224-4744 / 202-228-1763 (Fax)

*District Offices:*  
One Gateway Center, 11<sup>th</sup> floor  
Newark, NJ 07102  
973-645-3030 / 973-645-0502 (Fax)

**Congressman representing Jefferson Township in the 11<sup>th</sup> Congressional District**

**Congressman Rodney P. Frelinghuysen (R)**  
2442 Rayburn House Office Building  
Washington, DC. 20515-3011  
202-225-5034 / 202-225-3186 (Fax)

*District Office:*  
30 Schuyler Place  
Morristown, NJ 07960  
973-984-0711 / 973-292-1569 (Fax)

**Morris County Representatives in the New Jersey Legislature representing Jefferson Township in the 25<sup>th</sup> Legislative District**

**Senator Anthony R. Bucco (R)**  
75 Bloomfield Avenue, 3<sup>rd</sup> floor  
Denville, NJ 07834  
973-627-9700 / 973-627-0131 (Fax)

**Assemblyman Michael Carroll (R)**  
20 South Street, Suite 2B  
Morristown, NJ 07960  
973-539-8113 / 973-539-8752 (Fax)

**Assemblyman Rick Merkt (R)**  
12 Old Brookside Road  
Randolph, NJ 07869  
973-895-9100 / 973-895-5564 (Fax)

**Morris County Constitutional Officers**

|                                          |              |
|------------------------------------------|--------------|
| Edward V. Rochford, Sheriff.....         | 973-285-6600 |
| Joan Bramhall, County Clerk.....         | 973-285-6120 |
| John Pecoraro, Surrogate .....           | 973-285-6500 |
| Michael M. Rubbinaccio, Prosecutor ..... | 973-285-6200 |

## Morris County Board of Chosen Freeholders

Margaret Nordstrom, Freeholder Director  
Gene F. Feyl, Deputy Freeholder Director  
John J. Murphy, Freeholder  
Jack J. Schrier, Freeholder  
Douglas R. Cabana, Freeholder  
James W. Murray, Freeholder  
William J. Chegwiddden, Freeholder  
Ilene St. John, Clerk of the Board

|                  |                                                                                  |
|------------------|----------------------------------------------------------------------------------|
| Location:        | Administration and Records Building<br>Court Street<br>Morristown, NJ 07960      |
| Mailing Address: | Administration and Records Building<br>P.O. Box 900<br>Morristown, NJ 07963-0900 |
| Main Phone:      | 973-285-6010                                                                     |
| Website:         | <a href="http://www.co.morris.nj.us">http://www.co.morris.nj.us</a>              |

# Jefferson Township Building Department

973-208-6110 or 973-208-6113

FAX: 973-697-1805

Please call Joanne DeCarolus or Robin Cosentino to schedule inspections. Inspectors do not schedule inspections. If you speak to an inspector about getting an inspection, the Building Department does not guarantee that you will be put on the schedule. Specific inspection times are NOT granted.

## **INSPECTORS' HOURS:**

### **BUILDING:**

**Thomas Mahoney** -- Construction Official/Building Inspector  
Office hours: 9 a.m.-12 p.m. & sometimes late afternoon  
Inspection hours: 12 p.m.-4 p.m. (out of office)  
Monday through Friday

### **PLUMBING:**

**Paul Damon** -- Plumbing Inspector  
Office Hours: 11 a.m.-12 p.m.  
Inspection hours: after 12 p.m.  
Tuesday and Thursday only

### **FIRE:**

**Bill Patterson** -- Fire Inspector  
Inspection hours: approximately 7:30 a.m.-9:30 a.m.  
Monday, Wednesday, Friday

### **ELECTRICAL:**

**Bob Moentenich** -- Electrical Inspector, 208-3624  
Hours: Tuesday and Thursday afternoons

### **CODE ENFORCEMENT:**

**Jack Schaffhauser** -- 208-3623  
Monday – Wednesday, 9 a.m. – 3 p.m.  
Leave message with complaints.

### **ZONING:**

**Bruce Decker** -- 208-6112  
Monday – Friday before 3:30 p.m.  
Leave message with questions/complaints.

### **ENGINEERING:**

**James Coe** -- Township Engineer  
Available Wednesdays, 208-6130 (or x130)

**BUILDING DEPARTMENT HOURS ARE FROM 9:00 A.M. UNTIL 4:30 P.M. (Summer hours are until 4:00 p.m.)**

Permits picked up after 3:00 p.m. may be dated for the next business day. To see Township Planner, please make an appointment through the Administration Office. Thank you.

**Smoke Alarm inspections for the resale of a home are to be referred to Vinnie Corsaro at 208-9400.** Inspections are done on Saturday mornings. Callers must leave a message and Vinnie will return their calls.

### ***INSPECTOR AVAILABILITY:***

Tom Mahoney is in from 9-11:30 a.m. every day. Electrical & Plumbing inspectors are in on Tuesday and Thursday. The electrical inspector has voicemail at 208-3624. The plumbing inspector is available for questions between 11 a.m. and 12 p.m. *Inspections are performed approximately between 12 p.m. and 4 p.m.*

*Note:* Specific inspection times are NOT granted. Inspectors must have access to the project for inspection within the generally specified time period.

Township Engineer Jim Coe is available in the Planning Board office on Wednesdays, 208-6130 or 208-6119.

### ***Tips on Scheduling Inspections:***

- Please call Joanne or Robin in the Building Department to request an inspection.
- Be sure to have the *block, lot* and *permit number* ready when you call in order to expedite your request.
- DO NOT schedule inspections with Inspectors. The Building Department Technical Assistants are responsible for scheduling. You are not guaranteed an inspection if you try to schedule with an inspector directly.
- Please call at least 24 hours in advance to schedule inspections.
- IF YOU FAIL AN INSPECTION, call the office for a re-inspection. DO NOT schedule a re-inspection with the Inspector.
- Inspections are NOT performed on Saturdays or legal holidays when the offices are closed.
- Please have the permit placard clearly posted and the property clearly labeled so that the inspectors can easily find your site.
- Please be sure to have a place where inspectors can leave inspection stickers. This is especially important for new construction. Be sure to have a job board erected.
- Please retain your inspection stickers until the project is complete and a Certificate is issued.

## ***Permit Application Guidelines***

CONSTRUCTION PLANS must be drawn by a homeowner or licensed architect. If drawn by an architect, the plans must be signed and sealed. It is illegal for builders to draw construction plans. Two copies of construction plans must be provided to the Building Department for review. One copy will be returned to the applicant. A homeowner drawing their own plans must check part "B" on the inside of the CPA folder and sign the affidavit below on the inside of the CPA folder or their plans may not be accepted for review. ***It is illegal for contractors to draw construction plans as they are not licensed or insured to do so.***

### **\*APPLICANTS, Please note:**

*\*Electrical and Plumbing* work may be performed by the homeowner if he or she lives in the house. If he or she hires contractors, rents the residence, or if the work is performed on a commercial property, licensed electricians and plumbers must perform the work and they must provide their license numbers and sign and seal the electrical and plumbing applications.

All permits require a CPA folder and small Construction Permit, unless the application is to update an existing permit. For updates, no CPA folder is required; a "Permit Update" application is required instead of the "Construction Permit." ***Permit applications cannot be faxed.***

To view sample copies of the application forms, visit the state [Division of Codes and Standards](#). Please be advised that copies of these forms are not acceptable as part of the construction application. Applicants must provide the original form with their application. Applications are available in the Building Department. Different forms and their uses are listed below.

Applications listed below in **bold print** are provided by the Building Department.

Everything else listed must be provided by the applicant (i.e. surveys, construction plans and brochures) as required by the Building Department.

The *Identification, Technical Site Data, and Cost of Work* must be filled out on *all* applications. Applicant must provide *Block & Lot*, which can be found on a tax bill, property deed, utility bill, recent survey, or from the Tax Department.

Applications must be appropriately signed, as well as the inside cover of the CPA folder.

*Permit application guidelines & document requirements:*

**ADDITION:**

**Building Subcode application**

**Electrical Subcode application**

**Plumbing Subcode application (only for plumbing/heating)**

**Fire Subcode application (only for smoke detectors for new bedrooms)**

**Construction Permit & CPA folder**

*Survey* showing proposed addition & setbacks to property lines (2) sets of *construction plans* drawn by homeowner or architect only. Construction plans must show construction materials, foundation & framing plans, existing and proposed floor plans with the rooms labeled, electrical information, plumbing schematic, heating system must be specified, door and window location.

Note: if a home has a septic, the Health Department must be consulted if the applicant intends to *increase the total number of bedrooms*, in order to determine whether the existing septic system is adequate or needs an upgrade.

**DECKS: Building Subcode application**

**Construction Permit & CPA folder**

Survey showing location of deck and distance to property lines,

(2) copies of construction drawings, drawn by homeowner.

**FINISHED**

**BASEMENT:** Same applications as for addition. Construction plans must show materials being used, lighting and ventilation for each room, rooms must be labeled, venting for furnace room.

**GARAGE:** *Detached* garage, same application & building/zoning guidelines as for shed.

*Attached* garage, treat as addition (as per building, zoning, application.) May need electrical permit. Plumbing and fire usually not required.

**NEW HOME:** Same application as for addition, with all subcodes.

Also required are (2) sealed engineering plans for driveway and grading and **Driveway Application** and **Application for Forestry and Soil Preservation** needed.

**Applicant must provide two copies of construction plans showing elevations, floor plans, electrical plans, plumbing schematic, and construction information. Architectural plans must be sealed. The town Forester, Tim Slavin, must also be consulted.**

**POOLS: Building Subcode application**

**Electrical Subcode application**

**Plumbing Subcode application**, only if the pool will be heated

### **Construction Permit & CPA folder**

Brochures for pool, filter & pump

Engineer certification required for inground pools

Pools must be in rear yard only, 10' house, 6' from property lines.

Applicant must consult with Health Department about placement of pool.

**Fencing requirements: Above ground pools need a fence around the ladder area of the pool and must include a self-closing, self-latching gate that meets UCC codes. A removable ladder is insufficient for safety requirements. In-ground pools require a fence around the pool or the yard, with a self-closing, self-latching gate. The fences must meet UCC regulations and be at least 4' high. Ordinary Chain link fences do not usually comply.**

Note: if a *homeowner is performing their own electrical work*, they must provide a wiring diagram for the electrical inspectors review.

### **ROOF/SIDING: Building Subcode application Construction Permit & CPA folder**

NOTE: If there are no structural changes, roof/siding permits may be issued immediately.

**SHED:** Permits for sheds are only required if shed is more than 100 sq. ft.

Same applications required as for deck. If shed is pre-fabricated, a brochure instead of construction plans is required. A survey is required showing size and location of shed. All sheds must be located in rear yard, 5' from property lines, 10' from house. Maximum 18' high. A shed larger than 200 sq. ft. requires a foundation. Larger than 100 sq. ft. will be assessed for taxes.

**TANKS: Mechanical Subcode** for residential use only. Install & demo can be done on the same application if done by the same contractor. Two different contractors require two different applications. Commercial use requires Building, Plumbing and Fire Subcodes.

### **Construction Permit & CPA folder**

Please note: no permits are required for fences that meet the zoning requirements. Fences must comply with height restrictions and may be located on the property line.

## **THE APPLICATION FORMS:**

- **CPA folder**—required with all new permits, not updates. Identification section & block & lot must be filled out on front. The inside cover must be signed by agent or applicant. If homeowner will perform his or her own work (part C), draw their own plans (part B) or build a home for their own use (part A), they must sign affidavit on inside. The Health Department and Utility Department may be required to sign the inside cover for approval of pools, construction or Certificates of Occupancy.
- **Building Subcode Application**—used for all construction work involving framing, sheet rocking, foundation work, etc., including but not limited to: additions, new homes, decks, hot tubs, finished basements, sheds, roofing/siding, pools, radon systems.
- **Electrical Subcode Application** (pink)—which must be sealed by licensed contractor\* used for additions, new homes, electric service, pumps, alarm systems, radon, air conditioning systems, appliances, hot tubs, pools, etc.
- **Plumbing Subcode Application** (blue)—which must be sealed by licensed contractor\* used for new homes, some additions, water or sewer service connections, pool heaters, gas or oil piping, boilers, plumbing fixtures, heating systems, air conditioning, etc.
- **Fire Subcode Application** (orange)—for smoke detectors, fireplaces; also for commercial-use oil tanks, renovations/additions, mechanical systems, etc.
- **Mechanical Subcode Application**—for residential use only. Boilers, furnaces, A/C system, oil tank removal/installation, etc.
- **Construction Permit**—required with all new permits. Summarizes work & fees.
- **Permit Update**—used only for updates to issued permits. Same purpose as C.P.
- **Certificate**—for use as Certificate of Occupancy or Approval.
- **Soil Disturbance**—for use with new homes, additions, in ground pools, etc.

# Jefferson Township Municipal Court

***Municipal Court Judge:*** C. William Bowkley, Jr.

***Municipal Prosecutor:*** James LaSala

***Court Administrator:*** Elizabeth Mertz  
973-208-6125

**Court Office Hours:** Monday thru Friday  
9 AM - 4:30 PM

**Court Phone Number:** 973-208-6129

***Jefferson Township Municipal Court  
meets 5 times each month***

Please call the Court for Dates and Times

# Jefferson Township Tax Department

Local property taxes in Jefferson Township are administered through the Assessor's office and billed through the Collector's office. All property assessments are calculated based on the current market value and administered according to the NJ general tax code.

**Tax Assessor:** Shawn Hopkins 973-208-6104

**Staff:** Jean Wilson 973-208-6104

**Tax Collector:** Beth Recksiek 973-208-6106

**Staff:** Barbara Shepherd 973-208-6107

Margo Urban 973-208-6108

Rosemary Bush 973-208-6189

**Office:** **Mailing Address:**  
Municipal Building  
1033 Weldon Road  
Lake Hopatcong, NJ 07849  
**FAX:**  
973-208-2235

**Functions:**

The Tax Collector is responsible for the collection of real estate taxes, collection of assessment for local improvements, official searches for municipal liens, and collection of other municipal taxes.

The Tax Assessor is responsible for discovery, location and listing of property; listing information on township properties; determination of taxability (taxable or non); and tax equalization-ratio-revaluation.

**Please notify the Tax Collector's Office if:**

- **you change your mailing address**

The records need to be changed so you will receive all information and bills on the properties that you own in Jefferson Township. If you previously used a Post Office Box and are now using your home address for mailing and have not notified the Tax Department of this change, the Post Office will not deliver your tax bill.

**Please notify the Tax Collector's Office if (...continued)**

- **your bank or mortgage company changes**
- **you pay off your mortgage**

- **you start paying your own taxes**

The Tax Collector's Office keeps track of who is responsible for paying taxes. If there are any changes in your account, it is revised so future mailings will go to the proper place. If you have a bank or mortgage company escrowing your taxes, they receive the original of any bills or mailings and you will receive a copy. If you pay your own taxes, you will receive original bills or mailings.

***Please call 973-208-6107 to notify the Tax Collector of any changes.***

***Payment:***

Taxes are payable quarterly on the first day of **February, May, August, and November**. There is a 10-day grace period. After the grace period, taxes are delinquent and subject to interest. NJSA 54:4-66

**In Person:** *Cash is accepted* Please bring your bill so that it can be properly receipted.

*Checks are accepted* Make check out to **Township of Jefferson**. Include your block and lot number on your check. Please bring your bill so it can be properly receipted.

***CREDIT CARDS ARE ACCEPTED***

**By Mail:** ***CASH IS NOT ACCEPTED***  
***CREDIT CARDS ARE NOT ACCEPTED***

*Checks are accepted* Make check out to **Township of Jefferson**. Include your block and lot number on your check. If receipt is needed, please send entire bill along with a self-addressed, stamped envelope.

If receipt is not needed, just send the proper quarterly stub along with your check including your block and lot number.

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**Payment received after the 10th of the month (Feb., May, Aug., Nov.) will have interest charged back to the 1st of that quarter.  
This is New Jersey State Law**

**Interest:**

Any taxes remaining unpaid by the 10th of February, May, August, and November are subject to interest from the first of each quarterly date. Interest rate charged is 8% up to \$1,500 and 18% over \$1,500 delinquency.

**Property tax deductions are available for qualified Veterans and Senior Citizens, and Disabled persons. Those taxpayers whose properties qualify for a Farmland Assessment may also see their property taxes reduced.**

| <u>YEAR</u> | <u>TAX RATE</u> | <u>RATIO</u> |
|-------------|-----------------|--------------|
| 2007        | \$1.766         | 100%         |
| 2006        | \$1.664         | 100%         |
| 2005        | \$3.626         | 58.82%       |
| 2004        | \$3.361         | 66.26%       |
| 2003        | \$3.23          | 74.98%       |
| 2002        | \$2.958         | 81.39%       |
| 2001        | \$2.85          | 87.13%       |
| 2000        | \$2.68          | 91.03%       |
| 1999        | \$2.613         | 92.38%       |
| 1998        | \$2.606         | 93.38%       |
| 1997        | \$2.58          | 93.56%       |
| 1996        | \$2.552         | 94.53%       |
| 1995        | \$2.522         | 95.06%       |
| 1994        | \$2.495         | 96.6%        |

# THE JEFFERSON TOWNSHIP DEPARTMENT OF HEALTH AND WELFARE

This department provides a wide range of Public Health services designed to promote and protect the health of Jefferson Township residents including:

## **Personal Health Services**

The following information is a brief summary of the clinics that are held by the Health Department during the year for residents of Jefferson Township. Should you need further information, please call the Health Center (Minnisink Road) at 973-663-0700 or the Health Department (in the Municipal Building) at 973-208-6120.

### **APPOINTMENTS ARE NEEDED FOR ALL CLINICS! ! !**

- BLOOD PRESSURE:** Held at the Health Center, BY APPOINTMENT. At Senior Citizens meetings once a month.
- CHILD HEALTH CONFERENCE:** Physical examinations including growth assessment for children from birth to school age. All immunizations recommended by the Academy of Pediatrics. Blood pressure and urinalysis are done routinely. Pediatrician does physicals and administers all vaccines.
- MALE CANCER SCREENING:** Prostate examination and PSA Blood test hemocult slides for determining presence of blood in stool. Done once a year in May by a male urologist.
- FEMALE CANCER SCREENING:** Pap smear and gynecological examinations, breast examinations, rectal examination, hemocult slides for determining presence of blood in stool. Done twice a year in May and October.
- MAMMOGRAMS:** For residents 35 years old or older. Done twice a year in May and October in connection with PAP Smear clinic.
- FOOT CARE CLINIC:** Complete foot care for senior citizens (55 years old or older) and for chronically ill residents.
- GLAUCOMA, VISION:** For residents over 35 years of age. Done once a year in September. Exam done by an optometrist.
- BLOOD TESTS - SMAC 23, HDL, and CBC:** Blood tested for indications of disease and/or malfunction of internal organs. Done four times per year. Any Jefferson resident 18 years old or older and may have it done once a year.
- URINALYSIS:** Done at SMAC 23 clinics.
- FLU VACCINE:** For senior citizens 62 years old or older, and the chronically ill. Done once a year in October.
- ADULT TETANUS:** This is recommended every ten years. Done during the flu vaccine clinic.

**SKIN CANCER  
SCREENING:**

Done twice a year in May and June. Exam done

**Environmental Surveillance**

- Restaurant Inspections
- Food Handlers' Training
- Septic System Inspections and Plan Review
- Witness of Soil and Permeability Testing
- Well Water and Bathing Place Sampling
- Camp and Nursery School Inspections
- Environmental Complaint Investigation

**Animal Control Services**

- Dog and Cat Licensing
- Rabies Clinic
- Rabies Control
- Animal Complaint Investigation (Running at large, neglect, etc.)
- To speak with the Animal Control office, please call 973-663-3241

**Health Education**

- Health Education programs for clubs, organizations, and the public.
- Free health-related literature.

### **Vital Statistics**

Records ALL births, deaths, and marriages occurring within Jefferson Township, issues marriage licenses and certified copies of birth, death, and marriage records.

If you are planning to be married in New Jersey, the bride and groom must complete an application for a marriage license at the office of the Registrar of Vital Statistics in the municipality in which the bride currently resides. If the bride resides out of the state, the application must be made in the municipality in which the groom resides. If both the bride and groom reside out the state, the application must be made in the municipality in which the marriage is to be performed.

When applying for a marriage license, the applicants must appear with a witness 18 years of age or older, and know both of the applicants. Proof of residency will be required from the bride, and any form of identification will be required from the groom. A birth certificate or passport is required from both the bride and groom. If either applicant is divorced, a copy of the final divorce decree must be presented.

After the license application has been made, the Registrar will hold the license for 3 full days (72 hours) before the license can be issued. The license can be picked up after the 72 hours, it will then be dated and will be valid for 30 days from that date, and is good anywhere in the State of New Jersey.

The fee for a marriage license is \$28.00. The hours you can apply for a marriage license is 9:00 AM to 3:30 PM Monday through Friday. Please call the Registrar's office the day before or the morning of that you will be coming in to make the application so as to ensure that there will be someone available to assist you.

### **Social Services**

#### ***THE STAFF INCLUDES:***

**Cindee DeGennaro** - Health Officer  
**Linda Babli** - Registrar of Vital Statistics  
**Dawn Dixon** - Public Health Nurse  
**Pamela Mancini** - Registered Environmental Health Specialist  
**Kim Smith** - Animal Control Officer  
**Charlotte Wilson** - Welfare Director

# THE JEFFERSON TOWNSHIP CLERK'S OFFICE

*Jefferson Township Clerk:*  
Lydia Magnotti 973-208-6131

Maria Pivrotto, Deputy Clerk 973-208-6132  
Lori Harvin, Deputy Clerk 973-208-6133

The Jefferson Township Clerk's Office offers the following services and information:

## PERMITS

Garage Sale Permits  
Limousines/Taxi Permits  
Outdoor Gathering Permits  
Solicitor Permits  
Bingo/Raffle

## ORDINANCES

Municipal Code  
Newly Adopted Ordinances  
Subdivision Ordinances  
Zoning Ordinances

## ELECTION

Register to Vote  
Election Dates and  
Polling Places  
New Voting Districts

## HOUSING

Landlord Registration  
Trailer Parks in Town

## MISCELLANEOUS

Alcoholic Beverage Control  
Notary Services  
Passport ID  
Master Plan Updates

# THE JEFFERSON TOWNSHIP COUNCIL

*Council President*

**Richard W. Yocum**

*Council Vice President*

**Brooke Hardy**

*Councilwoman*

**Debi Merz**

*Councilman*

**Michael Sanchelli**

*Councilman*

**Robert Birmingham**

*Municipal Clerk*

**Lydia Magnotti**

973-208-6132

E-mail: [LMAGNOTTI@jeffersontownship.net](mailto:LMAGNOTTI@jeffersontownship.net)

All Council meetings are open to the public with the exception of Executive Sessions. Any citizen may have access to any approved Council minutes. Those minutes are approved within the following weeks of said meeting. They are available through the Township Clerk's Office or on the Township's website: [www.jeffersontownship.net](http://www.jeffersontownship.net)

## **The Governing Body of The Township of Jefferson:**

The Township operates under the Faulkner Plan E form of government with a Mayor and Council. The Council is the legislative body of the municipality and consists of five members: Council President, Vice President and three Council members, each elected at-large by the citizens for a four-year term.

The Council's responsibilities include:

- Passing ordinances and resolutions
- Passing/modifying the budget
- Adopting the Administrative Code
- Investigating Administration
- Appointing the Municipal Clerk
- Consenting to appointments of Administrator, Department Heads, and members of Boards, Commissions, and Authorities
- 2/3 veto override

The Council can initiate hearings for the purpose of gathering information, air public problems and supervise the spending of municipal appropriations.

## **Order of Business:**

Copies of the agenda for each of the meetings are available at the entrance to the Council Chambers. Copies of all ordinances are posted after first reading and prior to the public hearing on the official bulletin boards in the Municipal Building. The agendas are also posted on the township website the Friday prior to the meeting with an agenda as known at that time, which is subject to change.

### **Regular Council Meetings:**

The Township Council meets on the first and third Wednesdays of the month excluding July, August, and November and will take action on items on the meeting agenda as well as other items that may arise for immediate action. Agendas are available at the door of the Council Chambers.

The Council President serves as the Chairperson for the meeting. The Council Vice President assumes the chair in the absence of the Council President.

The public is invited to speak on the following agenda items:

- **Public Hearings on Ordinances** – Public Hearings are held on proposed ordinances that have been introduced at a prior meeting and publicized. These hearings provide an opportunity to question or comment on the ordinance prior to final action or adoption.
- **Miscellaneous/Public Portion of the Regular Meetings** – This portion provides an opportunity for the public to comment on any item of interest or concern. There are two Miscellaneous/Public Portions on the agenda.
- **Public Hearings on the Municipal Budget** — Public input on the budget is welcome at this time.

### **Work Session Meetings:**

The Township Council conducts a workshop meeting once a month on the second Wednesday, excluding July, August, and November. Formal action may be taken at this meeting. The public is invited to attend all workshop meetings, and there will be one Miscellaneous/Public Portion on the agenda.

### **Executive (Closed) Session:**

This meeting is closed to the public, which complies with specific State statutes. The general nature of the subject matter to be discussed pertains to:

- Contract Negotiations
- Possible Litigation
- Attorney/Client Privilege
- Acquisition of Property
- On-going Litigation
- Personnel
- Or other confidential matters

As nearly as can be ascertained, the matter or matters to be discussed at this time will be disclosed to the public when such matters are resolved.

### **Council Advisory Boards**

Open Space Advisory Board  
Economic Advisory Board

Lake Hopatcong Advisory Board  
Senior Citizens Advisory Board  
Utility Advisory Board

*If you are interested in becoming a member of any of the above boards, contact Township Clerk Lydia Magnotti at 973-208-6133.*

## **MANNER OF ADDRESSING THE COUNCIL DURING A COUNCIL MEETING:**

In order to ensure that every citizen is treated courteously and has an opportunity to speak:

- Please raise your hand and wait to be recognized by the Chair.
- Please come forward to the podium.
- State your name and address in an audible tone of voice for the record before addressing the Council.
- The Chair can limit remarks for each speaker.

# **THE JEFFERSON TOWNSHIP BOARD OF ADJUSTMENT**

The Zoning Board of Adjustment functions are very specific and different from the Planning Board in that they are required to review departures from our Township's Zoning laws. The Zoning Board of Adjustment's principal duties are to hear appeals, to grant variances from the strict application of the zoning ordinance and to rule on "use" applications.

There are various types of variance applications under the jurisdiction of the Zoning Board. One variance is called an "A" variance. This type of application is filed when an applicant believes that the Township's Zoning Officer has erred in denying a request for a permit, CO (Certificate of Occupancy) or Zoning Approval Certificate. The Zoning Board will take testimony and decide a case based on proofs presented. The Zoning Board is also responsible for interpretations of the zoning ordinance and the zoning map on questions related to whether or not a specific use is permitted. This type of variance is called a "B" variance.

The most common type of variance heard by the Zoning Board of Adjustment is a variance from the bulk and dimensional requirements of the ordinance, referred to as a "C" variance or "bulk" variance. This is a commonly requested variance in town, generally associated with construction of single-family dwellings, accessory structures and additions. When building or expanding, a "C" variance may be needed because existing constraints of the property, size, area, shape or topographic conditions which may prevent compliance with the zoning regulations for that property. The Board then makes decisions based on documents and proofs submitted, the neighborhood setting, nature of request and many other reasons. The Board averages two to four "C" variances monthly.

The Board also must deal with those applications for variances where a use is not specifically permitted in the zone. This is called a "D" or "use" variance. There are six different kinds of "D" variances, but the most common "D" variance is generally a request for a use not permitted in a zone or expansion of a non-conforming use (an existing use which under today's regulations, would not be permitted in the existing zone).

# **THE JEFFERSON TOWNSHIP PLANNING BOARD**

Planning Boards are responsible for generating and updating a community's Master Plan. Other functions of the Planning Board involve subdivision and site plan review, creation of the official map and associated zoning ordinances and review of the capital improvements program for the Township. The Board is also empowered to review and approve "C" variances (departures from zoning ordinances) in conjunction with development applications. The Planning Board is involved in review of other state or federal programs or plans. The Board also assembles data for planning purposes and performs other advisory duties upon request by the Township Committee.

The Master Plan is a comprehensive, long-range plan intended to guide the growth and development of a community. It contains elements that provide for future economic development, housing, recreation, open space, transportation, community facilities and land use.

A primary element of the Master Plan is the Land Use Plan. This element serves as the basis for development of the Township's zoning ordinances, a set of local regulations that provides for controls on how the land in Jefferson Township is developed, occupied or utilized. The Land Use Plan is also implemented through a zoning map of zone categories as recommended in the Land Use Plan. Some areas in the Township have been upgraded in zoning protections due to extensive wetlands, environmental issues and/or lack of sewer service in area.

The Board is heavily involved in reviewing major subdivisions and site plans and finalizing the land use regulations that will support the zoning ordinances of the community. Subdivision review is required whenever any lot, tract or parcel of land is divided into two or more lots, tracts and parcels. Site plan reviews are required when someone proposes development for anything other than an individual lot application for detached one or two dwelling units.

Plans for development are available for public inspection in the Land Use Department located at the Municipal Building. The Planning Board meets regularly. Public participation is always encouraged and welcomed at these meetings.

***Information for persons attending meetings  
of the Jefferson Township Planning Board and  
Zoning Board of Adjustment***

Every interested person or his qualified agent appearing at a public meeting of the Jefferson Township Planning Board and Zoning Board of Adjustment shall have the opportunity to set forth any information or statements relative to matters under consideration by the Board. However, fairness to all parties concerned requires that the Board follow an orderly procedure with regard to the receipt of evidence or statements. The cases will be heard in the order in which they appear on the agenda, which has been posted on the Bulletin Board. As each case is called, the Chairman will introduce the application and the Board will ascertain whether the jurisdictional requirements have been met. Each applicant will present his case first. Then members and counsel of the Board may ask any questions of the applicant or his witnesses, which they consider pertinent. At the conclusion of questioning by the Board, any person in the audience may ask any material questions concerning the application. You must first state your name and address. Orderly procedure requires that members of the audience will not be permitted to make speeches or statements at this time.

After the Applicant has presented all of its testimony, any member of the audience wishing to support the application will be given the opportunity to state his position. The Board and public as above may question these persons.

Any objector will then be given the opportunity to state his position. The Rules of Procedure before this Board require all statements to be material to the matter that is being heard. The chairman will rule irrelevant or immaterial statements out of order. The Board, the applicant, his agents and/or the public may question objectors.

Law pertaining to consideration of legal evidence limits the Board. Legal evidence consists of testimony given after the speaker has sworn or affirmed to tell the truth. Therefore, if you have any facts to present to the Board, these facts must be given in accordance with the legal requirements. However, if any person desires to state for the record that he is an objector or that he is supporting the application and does not wish to give facts to the Board, it is necessary that he be sworn. All testimony, questions and statements will be recorded by the Board's secretary or electronically recorded and form the record for the hearing of each application.

Upon completion of the taking of testimony, the public hearing as to the particular application will be closed and the Board will proceed to deliberate the application or in some cases, decide to continue the deliberations to another time and date, which will be announced. If a decision is reached, the Board's vote will then be entered in the public record. The Board will then proceed to hear the next case.

Those members of the public wishing to address the Board on any matter not listed on the agenda will be given the opportunity during the general public portion, after the public hearings for specific applications.

In order to expedite the hearing and to protect the rights of all parties, the Board requests that persons in the audience adhere strictly to these rules.

# **THE JEFFERSON TOWNSHIP FINANCE DEPARTMENT**

The Finance Department is divided into three sections: Treasury/Disbursement, Payroll/Personnel, and Purchasing. William Eagen serves as the Chief Financial Officer.

The Treasury/Disbursement office is responsible for cash receipts and disbursements. Cash collected from various departments are posted into receipt journal. The bills list for cash payments is processed for Council's approval on the 1<sup>st</sup> and 3<sup>rd</sup> Wed. every month, except the month of Jan., July, Aug., and Nov., which are processed once a month. Elizabeth Hickey serves as the Assistant Municipal Treasurer/Supervisor of Accounts.

The Payroll/Personnel office processes payroll biweekly with proper documentation filed. Annette Kouyoumjian serves as Payroll/Personnel Officer.

The Purchasing office performs the central purchasing function. All the purchases are requisitioned by the department heads, approved by town administrator, and encumbered into the budget. Through the encumbrance system, the over expenditure is avoided and payment is expedited. Roy Brandell serves as Purchasing Agent assisted by Carol Fett.

The Chief Finance Officer oversees the Finance function and is also responsible for the correct financial reporting, budget preparation, investment of idle funds, sound budget spending, etc.

# THE JEFFERSON TOWNSHIP POLICE DEPARTMENT

## Mission Statement

The Jefferson Township Police Department firmly believes in the dignity and worth of all people. It is our duty to safeguard lives and property; to protect the innocent against deception; the weak against oppression and intimidation, while protecting the individual's constitutional rights to liberty, equality and justice. We are committed to providing high quality community-oriented police services, and to build partnerships with the community through open communication and education. We will strive to be the best of our profession by adhering to the highest professional and ethical standards, and we will continue to provide leadership and guidance to the police profession.

## Office of the Chief

John V. Palko, Jr. currently serves as the Chief of Police and Kevin Craig serves as Deputy Chief of Police. The Office of the Chief is ultimately responsible for the day-to-day operations of the entire police department. He also serves as the Emergency Management Coordinator for the Municipality.

Shelley Quenault currently serves as the Police Chief's Secretary. The Office of the Chief is responsible for issuing handicap-parking permits to our residents.

Residents can obtain temporary handicap parking placards that permit them to park in spaces reserved for handicapped persons under the provisions of NJ State law (NJSA 39:4-197.5) Temporary permits are valid for six months and can be extended one time by the Chief for an additional six months. Applications may be obtained from the Police Department and must be certified by a medical doctor. **Residents can also apply for permits if they are regularly transporting a disabled parent or child.** Application fee is \$4.00 (Payable to the DMV in the form of check or money order. Cash cannot be accepted).

The Office of the Chief can be contacted at 973-208-6151 or [squenault@jeffersonpolice.com](mailto:squenault@jeffersonpolice.com) ; DC Kevin Craig can be reached at 973-208-6148 or [kcraig@jeffersonpolice.com](mailto:kcraig@jeffersonpolice.com)

## **PATROL DIVISION**

The Patrol Division is the backbone of the department and is responsible for patrol coverage and emergency response within the 42 square miles of Jefferson Township. The patrol division is the largest division in the department and is primarily responsible for initial calls for service including minor investigations, motor vehicle accidents and all emergency calls. The patrol officers are responsible for warrant service and assist the Detective Bureau on search warrant executions. As first responders to all emergency calls the patrol officers also assist local E.M.S. and Fire units. Each patrol unit is equipped with an Automated External Defibrillator. In addition to the main headquarters the patrol officers can also be found periodically manning the Lakeside Pathmark Police Substation on Rt. 15 in the Lake Hopatcong side of town

During the summer months the patrol division motor patrol is supplemented with bicycle patrols made up of officers from the Patrol Division and the Services Bureau. The patrol division averages over 1,000 calls each month and writes approximately 400 summonses each month. In addition to normal patrol functions the patrol division also operates the departments training unit, which is responsible for all in service department training.

At present time the patrol division consists of 30 officers including a patrol captain, two platoon lieutenants, four squad sergeants and four corporals. The Patrol Commander is Captain William Craig. He can be reached at (973) 697-1300 or [wcraig@jeffersonpolice.com](mailto:wcraig@jeffersonpolice.com) Platoon 1 Lieutenant is Lieutenant John Ottina. He can be reached at (973) 697-1300 Platoon 2 Lieutenant is Lieutenant Henry Porcja. He can be reached at (973) 697-1300.

## **DETECTIVE BUREAU**

The Detective Bureau coordinates and conducts most major and follow-up investigations. Other responsibilities include evidence collection & storage, the issuing of firearms permits & firearms ID cards, juvenile offender matters and drug investigations.

As always, the Bureau encourages residents to assist in reporting crimes or to serve as their eyes and ears to provide information to help solve crimes. They always welcome your support in this area. If you have information concerning a possible crime or you have been a victim of a crime and have a concern about an ongoing investigation, feel free to contact any one of the detectives or use their anonymous tips email at [jtdb@jeffersonpolice.com](mailto:jtdb@jeffersonpolice.com)

The Detective Bureau currently has three Detectives assigned to it, and Detective Sergeant John Kessler supervises the Bureau. He can be reached at 973-697-1300 or at [JKESSLER@jeffersontownship.net](mailto:JKESSLER@jeffersontownship.net) Detective James Caruso serves as the juvenile officer and can be reached at 973-697-1300 or at [JCARUSO@jeffersontownship.net](mailto:JCARUSO@jeffersontownship.net) Detective Joseph Kratzel handles general investigations and handles Megan's Law registrants. For Megan's Law information

follow the below link. He can be reached at 973-697-1300 or at [JKRATZEL@jeffersonpolice.com](mailto:JKRATZEL@jeffersonpolice.com)

## SERVICES BUREAU

The Services Bureau and Detective Bureau are part of the Administrative Division of the Police Department. Captain William Craig supervises the Administrative Division. Captain Craig can be contacted at **973-208-6155** or at [wrcraig@jeffersonpolice.com](mailto:wrcraig@jeffersonpolice.com)

The Jefferson Twp. Police Department formed its Services Bureau in 1987. It began with a focus on crime watch and school programs. Today, because of the popularity and demand by the community for programming, the bureau has expanded from one to four officers incorporating Traffic Safety, School Resource and Community Services/Crime Prevention. See our links below.

Its Child ID/Fingerprinting program was introduced in 1989 and is still today one of the most requested programs. In 1990, the department introduced the DARE program to the schools and to date has trained over 4000 students. Most recently the Jefferson Twp. Police Department was the first department in the State to offer the DNA/Life Print Program to our school age children. Go to <http://www.dna-lifeprint.com>

The Services Bureau officers are available for a wide variety of presentation topics & programs at all levels including personal/stranger safety, traffic/ bicycle safety, seat belt/car seat safety, alcohol & drug abuse and crime prevention. Its officers also supplement the patrol bureau's bicycle patrol unit.

The Services Bureau also serves as the outlet for public information for the community. Lieutenant Eric Wilsusen serves as the public information officer for the department. Recently, the department created an E-Mail Notification Service to notify our residents of important news and information. Be sure to visit our link to register at <http://www.jeffersontownship.net>

Additionally, the Services Bureau coordinates the vacant/dark home program, special needs program and is responsible for community & business relations. Forms to register for these and other programs can be obtained in the Police Department's Forms Center available through [www.jeffersontownship.net](http://www.jeffersontownship.net)

For further information concerning these and other programs, you may contact anyone of the listed officers. Currently, Lieutenant Eric Wilsusen supervises the Services/Records Bureau. Sgt. Wilsusen can be contacted at **973-208-6150** or at [EWILSUSEN@jeffersonpolice.com](mailto:EWILSUSEN@jeffersonpolice.com)

Effective March 19, 2003, the township adopted a new alarm ordinance. All business and residential alarms must register with the Police Department. Existing alarms, prior to this date are exempt from a fee. Any alarms installed after this date must pay a one-time \$25 fee. The registration form may be obtained through the township website in the Forms Center.

# **THE JEFFERSON TOWNSHIP MUNICIPAL UTILITIES**

The Municipal Utilities Department's responsibility is to monitor residential and commercial water/sewer accounts, perform all billing and collection functions pertaining to customer accounts as well as handle all customer service inquiries and complaints.

Richard Tuttle is the Director of Utilities; and Jessica Krieger heads up the clerical end of the department.

Randy Cosentino is the Meter Reader.

# **THE JEFFERSON TOWNSHIP DEPARTMENT OF PUBLIC WORKS**

The Department of Public Works is responsible for all township roads and drainage facilities, coordinates all snow plowing and salting, issues driveway permits, and oversees the Recycling Department.

Jeff Elam is the Director of the Department of Public Works. Frank Spano is the Superintendent of Roads, Gary Flatt is the Supervisor of Roads, and Margaret Lopes and Pat Romano are the Department's secretaries.

# THE JEFFERSON TOWNSHIP FIRE BUREAU

The Fire Prevention Bureau's responsibility is to enforce the New Jersey Uniform Fire Safety Code. This code is designed to protect the public from fire safety hazards in Commercial Businesses. The Bureau does inspections of businesses once the Building Department issues a 'Certificate of Occupancy.' The most obvious things the Fire Prevention Bureau would be known for include: making sure EXIT lights and Emergency lighting work; EXIT doors work and lead to a safe area; fire extinguishers are charged and ready for use; and that there are no hazards that could cause or contribute to the spread of fire. This list does not include all of the items an inspector checks during an inspection. The Bureau also has the responsibility of registering businesses with the State or Town depending on the type of business classification. The Bureau also investigates complaints of potential fire hazards in Commercial Businesses.

Residential property owners most often contact the Bureau to schedule a 'Smoke Detector Certification' inspection of their home at time of resale or change of tenant on a rental property. This is not the inspection done to get a 'Certificate of Occupancy' during construction. Inspections are done by appointment only by calling the Bureau. They are currently done on Fridays between the hours of 10 AM and 4 PM.

As a recreational community, campfire permits are available. The Bureau issues permits after the NJ Forest Fire Service has approved the permit request. The phone numbers for the local Forest Fire Wardens can be obtained by contacting the Fire Bureau.

The Bureau also works with the Township Volunteer Fire Companies, Schools, and other community groups concerning fire safety education.

The Fire Marshall is Vincent Corsaro assisted by Stephanie McCormick. The Fire Prevention Bureau is open Monday through Friday from 9 AM to 4:30 PM and can be contacted by:

Phone @ 973-208-9400

Fax @ 973-697-8090

E-mail: [firebureau@jeffersontownship.net](mailto:firebureau@jeffersontownship.net)

## **REMEMBER:**

**always report all emergencies to 911**