

**MEETING MINUTES FOR THE ORGANIZATION MEETING  
OF THE MAYOR AND COUNCIL OF THE  
BOROUGH OF FRANKLIN  
HELD AT THE MUNICIPAL BUILDING, 46 MAIN STREET,  
FRANKLIN, NJ AT 12:00 NOON ON  
JANUARY 1, 2017**

**Mayor Giordano** will call the meeting to order

**Roll Call of 2016 Borough Council Members**

**Mayor Giordano** shall request a roll call of the 2016 Governing Body:

Present: Mr. Dabinett, Ms. Fantasia, Mr. Rathbun, Mr. Skellenger, Mr. Snyder and Mayor Giordano.

Absent: Mr. Limon

Mayor Giordano welcomed the public, honored guests County Clerk Jeff Parrot, Freeholder Phil Crabb, Mrs. Virginia Littell, thank you for coming. Mayor Giordano also welcomed all the Fire Department and Line Officers that are being sworn in today thank you for coming.

**Mayor Giordano** will state “this meeting is being held in compliance with the provisions of the Open Public Meetings Act, P.L. 1975, Ch. 231. It has been properly advertised and certified by the Clerk.”

**Flag Salute**

**Mayor Giordano** will invite all persons present to participate in the Pledge of Allegiance to the United States Flag.

**Roll Call of 2016 Borough Council Members**

**Mayor Giordano** shall request a roll call of the 2016 Governing Body:

Present: Mr. Dabinett, Ms. Fantasia, Mr. Rathbun, Mr. Skellenger, Mr. Snyder and Mayor Giordano.

Absent: Mr. Limon

**Oaths of Office**

- a. **Ms. Hough** will read the “Statement of Determination” of the Board of County Canvassers.
- b. **Mr. Jeffrey M. Parrott, Sussex County Clerk** administered the Oath of Office to Councilwoman-elect **Dawn Fantasia** for a three-year term as Councilman of the Borough of Franklin.

Mr. Parrott commented before we start this procedure this gentleman [Mr. Skellenger] he has known for a number of years, he is one of the hardest working people for the Republican Party, he has always been there and very honorable.

- c. **Mr. Jeffrey M. Parrott, Sussex County Clerk** administered the Oath of Office to Councilman-elect **Stephen M. Skellenger** for a three-year term as Councilman of the Borough of Franklin.

Mr. Parrott commented on behalf of the County he thanks everyone for coming out today, Phil Crabb Freeholder is here, it is an honor to have him in your town as a Freeholder, you have a great group here that works very hard for the people. Mr. Parrott commented he wishes everybody great health, God speed in 2017.

**Roll Call of 2017 Borough Council Members**

**Mayor Giordano** will request a roll call of the **2017 Governing Body**.

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Present: Mr. Dabinett, Ms. Fantasia, Mr. Rathbun, Mr. Skellenger, Mr. Snyder and Mayor Giordano.

Absent: Mr. Limon

**Council Appointment: Council President**

**Mayor Giordano** will open the floor for Council nominations to the position of **Council President** for 2017.

Mr. Snyder nominated Robert Dabinett as the Council President for the year 2017. Seconded by Ms. Fantasia.

Upon roll call vote:

Ayes: Dabinett, Fantasia, Rathbun, Skellenger, Snyder

Nays: None Absent: Limon Abstentions: None

Council President Dabinett thanked the Council and looks forward to the upcoming year.

**Fire Department Chief and Line Officers**

a. **Mayor Giordano** recognized the Chief of the Franklin Fire Department for 2017, Chief Fred Babcock.

b. **Ms. Hough** administered the Oath of Office to the Chief of the Franklin Fire Department for 2017, Chief Fred Babcock.

c. **Ms. Hough** recognized Fire Chief Fred Babcock who will introduce the 2017 Line Officers of the Franklin Fire Department.

Chief Babcock thanked the Mayor and Council for a great 2016 year, Mayor Giordano you are a man of your word you came through for us.

Chief Babcock called up his members:

Asst. Chief Michael Raperto, Captain Khyle Conklin, 1<sup>st</sup> LT Steve Kneble Jr. [absent], 2<sup>nd</sup> LT Mike Cole, President Jim Williams, Vice President Bill Drum, Secretary Teddy Lang [absent] and Treasurer James Nidelko [absent].

d. **Ms. Hough** administered the Oath of Office to the **Line Officers** of the Franklin Fire Department for 2017.

**Mayor's Appointments**

At this time, **Mayor Giordano** presented his nominations for appointment to the various positions of Borough Government for the year 2017.

Municipal Housing Liaison (1 yr.)	Alison Littell McHose
Right to Know Coordinator	Brian VanDenBroek
Assessment Search Officer (1 yr.)	Robin Hough
Tax Search Officer (1 yr.)	Theresa Schlosser
Borough Physician (1 yr.)	Dennis Fielding
Animal Control Officer (1 yr.)	John Abate

School Crossing Head Guard (1 yr.)	Lynn Warr Prtorich
School Crossing Guards	Rose Breidenstein, Lisa Conte Charlotte Drum, Barbara Formica Ann Grabkowski, April Kunz-Oleksy Kathy Martinez, Jennifer Neal Mary Payton, Cara Ross

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Emily VanDyk, Rachel VanDyk  
Margaret Wellenheider

Judge (3yr.) Expires 12/31/17                      James Devine, Esq.  
Emergency Management Coordinator (3 yr) Jim Williams

Mr. Dabinett made a motion to confirm the Mayor's Appointments. Seconded by Mr. Rathbun.

Upon roll call vote:

Ayes: Dabinett, Fantasia, Rathbun, Skellenger, Snyder

Nays: None Absent: Limon Abstentions: None

**Resolution 2017- 13 Appointment of Tax Collector**

Ms. Fantasia made a motion to adopt resolution 2017- reappointing Theresa Schlosser as Franklin Borough Tax Collector. Seconded by Mr. Skellenger.

Upon roll call vote:

Ayes: Dabinett, Fantasia, Rathbun, Skellenger, Snyder

Nays: None Absent: Limon Abstentions: None

**Appointments: Land Use Board**

Ms. Fantasia read at this time, the **Council** shall, by motion, select a representative to serve on the Land Use Board as a Full Member Class III (1 yr.)

Member Class III	Councilmember
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Mr. Snyder nominated Councilwoman Dawn Fantasia to serve as the Class III member to the Land Use Board. Seconded by Mr. Dabinett.

Upon roll call vote:

Ayes: Dabinett, Fantasia, Rathbun, Skellenger, Snyder

Nays: None Absent: Limon Abstentions: None

**Mayor Giordano** explained at the last Council meeting it was decided to combine the Planning and Zoning Board to one Land Use Board. We are working with Board members to come up with a list of Board members for the next Council meeting. Ms. Fantasia, Mr. Skellenger and himself are to meet with Board members on Tuesday and we will have a list of people for the Land Use Board at the next meeting.

**Appointments: Boards and Commissions**

**Mayor Giordano** nominated the following appointments for the various Boards and Commissions of the Borough of Franklin for 2017.

**RECREATION COMMISSION**

Member	5 year term (term expires 12/31/2021)	Sarah Zydon
Member	5 year term (term expires 12/31/2021)	Mike Gunderman
Member	5 year term (term expires 12/31/2021)	Jeffrey Korger
Alternate#1	5 year term (term expires 12/31/2021)	Vacant

**FRANKLIN/HARDYSTON JOINT RECREATION COMMITTEE**

All current Board of Recreation Commissioners 1 year term

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**BOARD OF HEALTH**

Member	4 year term (term expires 12/31/2020)	Vicky Yahm
Member	4 year term (term expires 12/31/2020)	Vacant
Member	4 year unexpired term (term expires 12/31/18)	Rachel Heath
Secretary	1 year term	Rachel Heath

**LOCAL EMERGENCY MANAGEMENT COUNCIL**

Mayor	1 year term	Nicholas Giordano
Deputy	1 year term	Eugene McInerney
Member/OEM	1 year term	Jim Williams
Member/FFD	1 year term	Fred Babcock
Member/WVFAS	1 year term	Christina Brossman
Member	1 year term	Monica Miebach
Member	1 year term	Alison Littell McHose
Member	1 year term	Steve Sluka
Member	1 year term	Dayne Hill
Member	1 year term	Don Stoll
Member	1 year term	James Nidelko
Member	1 year term	Brian VanDenBroek

**ECONOMIC DEVELOPMENT COMMITTEE**

Member	1 year term	Steve Zydon
Member	1 year term	Judy Williams
Member	1 year term	John Postas
Member/Council	1 year term	TBD
Member	1 year term	Vacant
Member	1 year term	Vacant
Alternate #1	1 year term	Vacant
Alternate #2	1 year term	Vacant

**RENT LEVELING BOARD**

Member	5 year term (term expires 12/31/2020)	Dayne Hill
Alt# 1	1 year term (term expires 12/31/2018)	Vacant
Alt# 2	1 year term (term expires 12/31/2018)	Glenn Soules

Mr. Dabinett made a motion to confirm the Mayor's Appointments. Seconded by Mr. Skellenger.

Upon roll call vote:

Ayes: Dabinett, Fantasia, Rathbun, Skellenger, Snyder

Nays: None Absent: Limon Abstentions: None

**COUNCIL COMMITTEE DUTIES**

**Council Committee Duties**

**Mayor Giordano** announced Council Committee duties for the year 2017 with the Mayor named as Ex-Officio Member of each Committee. Mayor Giordano explained there is only change due to meeting conflict.

a. **ADMINISTRATIVE: Ordinance**

Member: Mr. Dabinett

Member: Mr. Rathbun

Member: Mr. Limon

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b. **ADMINISTRATIVE: Finance, Budget & Insurance**

Member: Mr. Snyder  
Member: Mr. Limon  
Member: Ms. Fantasia

c. **BOARD OF PUBLIC WORKS COMMITTEE**

Member: Mr. Dabinett  
Member: Mr. Skellenger  
Member: Mr. Rathbun

d. **PERSONNEL & NEGOTIATIONS:**

Member: Ms. Fantasia  
Member: Mr. Limon  
Member: Mr. Skellenger

e. **PUBLIC SAFETY: Police & Fire**

Member: Mr. Rathbun  
Member: Mr. Skellenger  
Member: Mr. Dabinett

f. **BUILDING AND GROUNDS COMMITTEE**

Member: Mr. Snyder  
Member: Mr. Skellenger  
Member: Mayor Giordano

G. **COMMUNITY RELATIONS:** Council Representatives to:

**Recreation Commission, Economic Development, also serves as the  
"Awards Committee."**

Member: Ms. Fantasia	Economic Development
Member: Joe Limon	Recreation
Liaison: Joe Limon	Joint Recreation Commission

Members: Rent Leveling Board  
Mr. Limon

**Approval of Consent Agenda**

Mayor Giordano commented Mr. Dabinett wanted the resolutions to be removed from the Consent Agenda so we have a revised consent agenda, we will remove all of the resolutions which will be put on the website, there are some copies in the back [of the room].

Mayor Giordano commented our consent agenda will consist of meeting minutes, rules of the Mayor and Council, Fire Department Line Officers and Fire Prevention Attorney.

1. **MINUTES OF MEETINGS**

A motion is in order to direct that copies of the minutes of meetings be made and delivered to each meeting of the Governing Body at least 24 hours prior to the next regular council meeting, in order that the reading of the minutes may be dispensed with at the meeting.

2. **RULES OF THE MAYOR AND COUNCIL**

A motion is in order to adopt the Rules and Regulations of the Mayor and Council of the Borough of Franklin for the calendar year 2017.

3. **FIRE DEPARTMENT LINE OFFICERS**

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A motion is in order to approve the ratification of 2017 Line Officers for the Franklin Fire Department, as per the recommendations submitted by Chief Fred Babcock.

**4. FIRE PREVENTION BUREAU ATTORNEY**

A motion is in order to approve the Borough Attorney as the official Fire Prevention Bureau Attorney for the calendar year 2017, in accordance with the requirements of the Uniform Fire Code.

Mr. Dabinett made a motion to approve the consent agenda with the changes stated above, to remove all resolutions. Seconded by Mr. Skellenger.

Upon roll call vote:

Ayes: Dabinett, Fantasia, Rathbun, Skellenger, Snyder

Nays: None Absent: Limon Abstentions: None

**Sussex County Habitat for Humanity**

Mr. Rathbun made a motion to authorize the Mayor to execute a side letter to Sussex County Habitat for Humanity committing the Borough to waiver of tax obligations accruing for three lots on Munsonhurst Road while the property/ies are developed pursuant to an agreement approved by the Borough Council on November 22, 2016.

Mr. Prol explained the letter.

Seconded by Mr. Dabinett.

Upon roll call vote:

Ayes: Dabinett, Fantasia, Rathbun, Skellenger, Snyder

Nays: None Absent: Limon Abstentions: None

**Employee Holiday Schedule**

Mr. Rathbun made a motion to amend the Borough Employee Manual Paid Holiday Policy, page 30 of the employee manual to eliminate Lincoln's Birthday as a paid Holiday for Borough employees. Seconded by Mr. Dabinett.

Upon roll call vote:

Ayes: Dabinett, Fantasia, Skellenger

Nays: Rathbun, Snyder Absent: Limon Abstentions: None

**Mayor's Statement**

**Mayor Giordano** will address the Council and the public with remarks concerning the priorities and goals for the Borough of Franklin in 2017.

Mayor Giordano commented his priorities for this year is to continue on with what we are doing for 2016. We have a good amount of Grants on the table and hopefully we will hear about the TAP Grant which is a very important one and get the priorities set and explained.

**Council Comments**

**Mayor Giordano** will invite each member of the Council to offer remarks concerning the 2017 Council's goals and priorities.

Mr. Dabinett commented he looks forward to working the Council and the Mayor, he thinks we did good work this past year and he thinks 2017 we will continue to do the same, strive to work for the people of Franklin like we have always done.

Mr. Snyder commented stepping down as Council President he knows this past year we have done a lot, we put together more committees and he thinks they are

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working out very well. Mr. Snyder commented he looks for us to continue on, to be the best we can for the Borough of Franklin.

Mr. Rathbun commented he thinks the creation of the committees in 2016 was a great idea, it helped move a lot of projects further along than they probably would have if we didn't, he hopes we continue that same momentum in 2017.

Mr. Skellenger commented he echo's everybody's comments here, everything with the creation of the committees, it streams line everything, it seems that the committees have made things easier to get stuff done.

Ms. Fantasia commented she thinks this upcoming year is going to be an important one for us especially on the finance committee, it is the year for contracts as well for personnel negotiations we have the FOP contract, the DPW contract and the Borough Administrator. Last year coming on the Council and being appointed in January, [being on] finance and budget she thinks Councilman Snyder and Former Councilman Martinez really set the ground for a successful year. Ms. Fantasia commented she thinks financially it was a very successful year for us and moving forward she hopes we plan and continue to be proactive and not reactive because she thinks that was the key to the success with the budget this year.

Mrs. McHose wished everyone a Happy and Health New Year and looks forward to working with everyone. Mrs. McHose commented one of her big goals this year is to follow up on the TAP Grant and she would also like to pursue a contract with a company that might rent paddle boats for the pond.

**RESOLUTIONS REMOVED FROM THE CONSENT AGENDA:**

**RESOLUTION # 2017-01 – PROFESSIONAL SERVICES**

Mr. Dabinett made a motion to adopt a Professional Services Resolution #2017-01 for various professional services (Borough Attorney, Borough Engineer, Borough Auditor, MUA Engineer, Bond Council and etc.). Seconded by Mr. Skellenger.

Upon roll call vote:

Ayes: Dabinett, Fantasia, Rathbun, Skellenger, Snyder

Nays: None Absent: Limon Abstentions: None

**RESOLUTION #2017-02 – TEMPORARY BUDGET – CURRENT FUND**

Mr. Dabinett made a motion to adopt resolution # 2017-02, 2017 Temporary Municipal Budget Current Fund with attached schedule B entitled Borough of Franklin Current Fund 2017 Temporary Appropriations Budget. Seconded by Mr. Snyder.

Upon roll call vote:

Ayes: Dabinett, Fantasia, Rathbun, Skellenger, Snyder

Nays: None Absent: Limon Abstentions: None

**RESOLUTION # 2017-03 – TEMPORARY BUDGET- SEWER & WATER  
OPERATING**

Mr. Dabinett made a motion to adopt resolution # 2017-03, 2017 Temporary Municipal Budget; sewer and water temporary operating with attached schedule A entitled Borough of Franklin Water/Sewer Operating Fund 2017 Temporary Appropriations. Seconded by Mr. Rathbun.

Upon roll call vote:

Ayes: Dabinett, Fantasia, Rathbun, Skellenger, Snyder

Nays: None Absent: Limon Abstentions: None

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**RESOLUTION # 2017-04 – RATES OF INTEREST/DELINQUENT TAX PENALTY**

Mr. Dabinett made a motion to establish the rate of interest to be charged for non-payment of taxes and water/sewer bills, on or before the date when they would become delinquent and to authorize the Tax Collector to charge a six percent penalty to a taxpayer with a delinquency in excess of ten thousand dollars, who fails to pay the delinquency prior to the end of the calendar year, as per the attached resolution # 2017-04. Seconded by Mr. Snyder.

Mayor Giordano commented this is a normal operating item we set the interest rate for delinquent tax and that rate shall be 8% per annum for the first \$1,500 of delinquency and 18% per annum on excess of \$1,500.

Upon roll call vote:

Ayes: Dabinett, Fantasia, Rathbun, Skellenger, Snyder

Nays: None Absent: Limon Abstentions: None

**RESOLUTION # 2017-05 - OVERPAYMENT/UNDERPAYMENT OF TAXES**

Mr. Snyder made a motion to authorize the tax collector to cancel any record of overpayment or underpayment of taxes in the amount of \$10.00 or less for the calendar year 2016, in accordance with the provisions of N.J.S.A. 54:4-99, as per the attached resolution # 2017-05. Seconded by Mr. Dabinett.

Upon roll call vote:

Ayes: Dabinett, Fantasia, Rathbun, Skellenger, Snyder

Nays: None Absent: Limon Abstentions: None

Mr. Skellenger commented on resolution 4, the Mayor had said 8% and it is 6%.

Ms. Fantasia commented you said 8% for \$1,500 and this says 6% an excess of \$10,000.

Mayor Giordano commented yes 6 % over \$10,000.

Mr. Dabinett commented he has to question why would someone have to pay 8% up to \$10,000 and only 6%, he [thought that] to be 6% above and beyond the 18%.

Ms. Fantasia commented we are referring to what the Mayor said and what was in here is different language.

Mr. Prol commented we are passing a resolution that reflects the Statue so the Council is clear what they have done is pass the resolution to reflect the Statue that is it.

**RESOLUTION # 2017-06 – MEETING DATES**

Mr. Snyder made a motion to establish the regular meeting nights of the Mayor and Council for the calendar year 2017, as per the attached resolution # 2017-06.

Mayor Giordano explained the resolution.

Mr. Snyder asked do we still need to do the second meeting in July and August. This coming year there is a meeting date the day after Christmas. Mr. Snyder asked the feeling of the rest of the Council. We had changed that last year to do the two meetings in July which we hadn't done in previous years and two meetings in August and wanted to know if the Council wanted to go with that or table this.



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Mr. Dabinett commented he would suggest we go with this and advertise it, we can always change it prior to the meeting it can always be canceled but we can't add it if we needed it.

Ms. Fantasia asked can't we table it, because the changes cost money and we have not changed meetings because of low attendance simply because of the cost and the time frame of changing it. Ms. Fantasia commented she would suggest to table it and discuss it. Can we do this at the first regular meeting in January.

Mr. Prol commented he would prefer you do this this evening.

Mr. Skellenger commented to just leave it.

Seconded by Mr. Dabinett.

Upon roll call vote:

Ayes: Dabinett, Fantasia, Rathbun, Skellenger

Nays: Snyder Absent: Limon Abstentions: None

**RESOLUTION #2017-07 – OFFICIAL NEWSPAPERS**

Mr. Snyder made a motion to designate the New Jersey Herald and the New Jersey Sunday Herald of Newton, N.J. to be the official newspapers of the Borough of Franklin for the year 2017, as per the attached resolution #2017-07. Seconded by Mr. Rathbun.

Upon roll call vote:

Ayes: Dabinett, Fantasia, Rathbun, Skellenger, Snyder

Nays: None Absent: Limon Abstentions: None

**RESOLUTION # 2017-08 – DEFENSE AGAINST TAX APPEALS**

Mr. Skellenger made a motion to authorize the Borough Attorney and the Borough Tax Assessor to defend the Borough of Franklin against all tax appeals filed during the calendar year 2017. Seconded by Mr. Rathbun.

Upon roll call vote:

Ayes: Dabinett, Fantasia, Rathbun, Skellenger, Snyder

Nays: None Absent: Limon Abstentions: None

**RESOLUTION # 2017-09 – PAYMENT OF RECURRING BILLS RESOLUTION**

Mr. Skellenger made a motion to adopt a resolution # 2017-09 for payment of recurring bills. Seconded by Mr. Dabinett.

Upon roll call vote:

Ayes: Dabinett, Fantasia, Rathbun, Skellenger, Snyder

Nays: None Absent: Limon Abstentions: None

**RESOLUTION #2017-10 – TO ADOPT A CASH MANAGEMENT PLAN**

Mr. Skellenger made a motion to adopt resolution# 2017-10 for the year 2017, to serve as the cash management plan of Franklin Borough. Seconded by Mr. Snyder.

Upon roll call vote:

Ayes: Dabinett, Fantasia, Rathbun, Skellenger, Snyder

Nays: None Absent: Limon Abstentions: None

**RESOLUTION #2017-11 – REAUTHORIZING PETTY CASH FUNDS FOR CALENDAR YEAR 2017.**

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Mr. Skellenger made a motion to adopt resolution# 2017-11 reauthorizing petty cash funds for the Calendar year 2017. Seconded by Mr. Snyder.

Upon roll call vote:

Ayes: Dabinett, Fantasia, Rathbun, Skellenger, Snyder

Nays: None Absent: Limon Abstentions: None

**RESOLUTION #2017-12 – DESIGNATING DEPUTY CUSTODIANS OF PUBLIC RECORDS.**

Mr. Skellenger made a motion to adopt resolution # 2017-12 designating deputy custodians of public records. Seconded by Mr. Dabinett.

Upon roll call vote:

Ayes: Dabinett, Fantasia, Rathbun, Skellenger, Snyder

Nays: None Absent: Limon Abstentions: None

**OPEN PUBLIC SESSION**

Mr. Snyder made a motion to open the meeting to the public. Seconded by Mr. Rathbun. All were in favor.

Phil Crabb, Freeholder, stepped forward. Mr. Crabb commented he brings greetings from Senator Oroho, he would have wanted to be here but his son is deployed. Mr. Crabb commented it has been a busy year, there has been a lot that has happened in Franklin, the completion of the E-4 [bridge] project and explained future projects the County and Franklin will be involved in. Mr. Crabb commented it was Senator Bob Littell that told him back at the Franklin Diner back in 2001, "At the end of the day no matter how you go about deliberating at the end of the day you have to walk the same sidewalk and look each other in the eye". Mr. Crabb wished everyone the best for the New Year.

Mr. Snyder made a motion to close the meeting to the public. Seconded by Mr. Skellenger. All were in favor.

**Adjournment**

Mr. Rathbun made a motion to adjourn the meeting at 12:45PM. Seconded by Mr. Skellenger. All were in favor.

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Nicholas Giordano, Mayor

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Robin Hough, Borough Clerk