

**MINUTES OF THE MEETING OF THE
MAYOR AND COUNCIL
OF THE BOROUGH OF FRANKLIN
HELD AT THE FRANKLIN MUNICIPAL BUILDING
46 MAIN STREET, FRANKLIN, NJ
MARCH 26, 2019**

Council President Skellenger called the meeting to order and requested the Borough Clerk to call the roll. Upon roll call, the following members of the Governing Body were present: Mr. Limon, Mr. Postas, Mr. Skellenger, Mr. Snyder and Mr. Soules.

Absent: Mr. Zydor and Mayor Giordano.

Council President Skellenger led the assembly in the flag salute.

Council President Skellenger stated "This meeting is being held in compliance with the provisions of the Open Public Meetings Act, N.J.S.A. 10:4-6 et sequentes. It has been properly advertised by posting in Borough Hall and printed in the New Jersey Herald/Sunday New Jersey Herald on January 4, 2019, and posted on the Borough website, which adequate notice has been certified by the Clerk."

PRESENTATIONS

Cheryl Krouse, EDC Chair, Patti Carnes, EDC Vice Chair, stepped forward. Ms. Krouse commented tonight the Economic Development Committee is making their first "Business of the Month" presentation. Ms. Krouse explained certain criteria needed to be met, such as bringing outstanding community service to Franklin Borough being in business for more than a year and providing excellent products and services. Ms. Krouse announced the Irish Cottage Inn is the first "Business of the Month" for March 2019. Ms. Krouse invited the Irish Cottage Inn to step forward. Ms. Krouse congratulated the Irish Cottage Inn, thanking them for their service to our town.

Peter Slattery, Co-Owner of the Irish Cottage Inn, stepped forward and thanked everyone.

COMMITTEE REPORTS

Mr. Limon commented the Recreation Committee had a meeting on Thursday, March 21, 2019, Wallkill Valley Little League inquired about the Franklin DPW helping place dirt/clay at the little league field while work is being done at the softball field, they also requested replacing the net behind the field. The fish has been ordered for the Spring Trout Derby next month. The Senior Spring Fling is still scheduled for Saturday, April 27, 2019, unless we can find another date, possibly May 11, 2019, he will provide more information after the next Recreation Committee meeting.

Mr. Postas commented the Personnel Committee met last week, Administrator McHose has been interviewing for the custodian position and there is a hire for that position on the agenda tonight.

Mr. Snyder commented the Ordinance Committee met on March 18, 2019, items discussed were updating some ordinances; abandon vehicles, vehicle weights on roads, signage on the roads, animals and residential zones. We have established dates to meet regularly as a committee which will be the 3rd Tuesday of each month at 7:00PM. Mr. Snyder also commented on updates of the Buildings and Grounds; the softball field will be completed shortly, Recreation is in the process of ordering a batting cage net for the softball field and looking into the purchase of the large net behind the baseball field. Opening day for both baseball and softball is Saturday, April 28, 2019. Scott Davis is the field coordinator for the Recreation Committee, he is keeping a master calendar of events at the field. The group working on purchasing two new pieces of playground equipment through a grant from Forward Franklin Alliance has met with Buildings and Grounds discussing location options for placement of the equipment. The letter of support for the equipment was sent out by Administrator McHose.

Mr. Soules commented Public Works met on March 21, 2019, discussing the cameraing of the sewer pipes, once issues are identified repairs will be scheduled. There is a portion on McCann Street that will need to be completely dug out and

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repaired along with a piece behind the Lukoil. There was also a discussion on the maintenance of police vehicles and other town vehicles that will be done on a regular basis, paperwork will be completed by the mechanics who perform the work that will include the cost of the materials used.

Administrator McHose had nothing to report.

Mr. Ursin had nothing to report, but requested an executive session to discuss litigation.

Mr. Skellenger commented the Finance Committee met, there was a (budget) workshop meeting on March 20, 2019, Mr. & Mrs. Durina were the only members of the public in attendance at that meeting.

Mr. Skellenger made a motion to table item 8, (Discussion on Main Street Redevelopment Plan) and item 9, (adoption of ordinance 03-2019) on the agenda to the next meeting. Seconded by Mr. Postas.

Upon roll call vote:

Ayes: Limon, Postas, Skellenger, Snyder, Soules

Nays: None Absent: Zydon Abstentions: None

OPEN PUBLIC SESSION

Mr. Skellenger made a motion to open the meeting to the public for anyone wishing to address the Governing Body. Seconded by Mr. Soules. All were in favor.

Cheryl Krouse, 160 Munsonhurst Road, Franklin stepped forward. Ms. Krouse updated the Council on the EDC meeting that took place last week, items discussed were pop-up zoning, redevelopment of Main Street, the theatre and ideas for businesses along Route 23.

Lenard Helmstetter, 159 Main Street, Franklin stepped forward. Mr. Helmstetter commented on an ordinance for garbage, timing of the placement of curbside garbage and types of receptacles to be used for garbage.

Anthony Patire, Zinctown Properties, stepped forward. Mr. Patire introduced Mr. Rich Oseeka a potential developer for a section of the Zinctown property.

Mr. Oseeka stepped forward. Mr. Oseeka commented he is interested in developing the larger and lower portion of the old Zinctown property. Mr. Oseeka requested guidance on sewer service connections map for the property.

Mr. Ursin commented the Council doesn't have any role in the sewer service area. Mr. Ursin stated the sewer service area is determined by the wastewater management plan maintained by the County of Sussex. Mr. Ursin explained the application process.

Mr. Patire commented on placing an application before the Planning Board.

There being no one else present who wished to address the Governing Body, Mr. Snyder made a motion to close the meeting to the public, seconded by Mr. Limon. All were in favor.

CONSENT AGENDA

Council President Skellenger requested that all persons present review the consent agenda and offer any comments they may have at this time regarding the consent agenda.

CORRESPONDENCE (ACCEPTANCE FOR FILING ONLY OF THE FOLLOWING):

1. Letter dated March 13, 2019 from Jeffrey Fletcher, Chairman/CEO of Technology General Corporation to Alison Littell McHose expressing his gratitude for a well working relationship with Franklin Borough.

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2. Andover Township Resolution in favor of a continued in-lieu-of tax payments for municipalities to encourage open space acquisition which is critical to New Jersey's water supply.
3. Sussex Borough Resolution proclaiming April as child abuse prevention month.
4. Letter dated March 20, 2019 from Dave Brady, Esq. Franklin Planning Board Attorney to Mayor and Council Re: Franklin Borough Planning Board on Proposed Ordinance #03-2019.
5. Final equalization table from the Sussex County Board of Taxation.

REPORTS (ACCEPTANCE FOR FILING OF THE FOLLOWING):

1. Police Department Report – February 2019
2. County Board of Health Report – February 2019

APPLICATIONS (APPROVAL OF THE FOLLOWING):

1. None filed.

RESOLUTIONS (APPROVAL OF THE FOLLOWING):

1. Payment of bills for the meeting of March 26, 2019.

Mr. Skellenger made a motion to approve the consent agenda of March 26, 2019. Seconded by Mr. Limon.

Upon roll call vote:

Ayes: Limon, Postas, Skellenger, Snyder, Soules

Nays: None Absent: Zydun None Abstentions: None

OLD BUSINESS

Mr. Snyder questioned if there was any updated information regarding the natural gas at the Franklin School and also the roadway paving.

Administrator McHose commented the Borough Engineer had been in contact with the school but no official information has been forwarded to the Borough. Mr. Knutelsky is on schedule for the bidding process related to the paving, the work should be completed before the start of the school year in September.

NEW BUSINESS

Approval of Meeting Minutes

Mr. Limon made a motion to approve the regular meeting minutes for March 12, 2019. (Absent: Postas, Soules) Seconded by Mr. Skellenger.

Upon roll call vote:

Ayes: Limon, Skellenger, Snyder,

Nays: None Absent: Zydun Abstentions: Postas, Soules

Introduction Ordinance #04-2019

Mr. Limon made a motion to introduce ordinance 04-2019 entitled "ORDINANCE 04-2019 CALENDAR YEAR 2019 TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14)". Seconded by Mr. Snyder.

Public hearing will be held April 9, 2019.

Upon roll call vote:

Ayes: Limon, Postas, Skellenger, Snyder, Soules

Nays: None Absent: Zydun Abstentions: None

Resolution #2019-30

Mr. Limon made a motion to adopt resolution 2019-30 Authorizing Participation in Self-Examination Program of the Municipal Budget for the 2019 Budget Year. Seconded by Mr. Postas.

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Upon roll call vote:

Ayes: Limon, Postas, Skellenger, Snyder, Soules

Nays: None Absent: Zydon Abstentions: None

Resolution #2019-31

Mr. Postas made a motion to adopt resolution 2019-31 to authorize the establishment of a "Dedication by Rider" to the budget of the Borough of Franklin for recreational purposes. Seconded by Mr. Limon.

Administrator McHose explained resolution 2019-31.

Upon roll call vote:

Ayes: Limon, Postas, Skellenger, Snyder, Soules

Nays: None Absent: Zydon Abstentions: None

Resolution #2019-32 Introduction of the CY2019 Municipal Budget

Mr. Postas made a motion to adopt resolution 2019-32 introducing the CY2019 Municipal Budget for the Borough of Franklin. Seconded by Mr. Skellenger.

Public Hearing: April 23, 2019

Monica Miebach, CFO highlighted budget items of the water and sewer budget, the revenues decreased from last year, appropriations increased partly due to the excess charges from SCMUA caused by an extremely wet year, overall the operating expenses increased \$39,000 which is 2%. The capital improvements went down \$65,000 because we are using our reserves to do many capital projects anticipated this year. The taxpayers budget had many obstacles, there was a decrease in the tax collection rate as a result the RUT reserve (reserve for uncollected taxes) increased. Other increases came from debt, insurance and pensions, no changes can be made on those items. There were many numerous cuts made within the budget to compensate for the increases described. The ending tax rate was 1.173% on \$100 of assessed value it's now 1.177% per \$100. The average home value in Franklin Borough is \$174,572, the annual increase for the average home for just the municipal portion is \$8.43, if the county and school raise their portion by 2% the total increase will be approximately \$99.56 per \$100 per assessed value.

Upon roll call vote:

Ayes: Limon, Postas, Skellenger, Snyder, Soules

Nays: None Absent: Zydon Abstentions: None

Resolution #2019-33

Mr. Postas made a motion to adopt resolution 2019-33 recreation trust transfer. Seconded by Mr. Skellenger.

Monica Miebach, CFO explained resolution 2019-33.

Upon roll call vote:

Ayes: Limon, Postas, Skellenger, Snyder, Soules

Nays: None Absent: Zydon Abstentions: None

Resolution #2019-34

Mr. Skellenger made a motion to adopt resolution 2019-34 authorizing donation of municipal property no longer needed for public use to the Franklin Volunteer Fire Department. Seconded by Mr. Postas.

Council President Skellenger confirmed the truck that is being donated in resolution 2019-34 is the 1994 KME Pumper.

Upon roll call vote:

Ayes: Postas, Skellenger, Soules

Nays: None Absent: Zydon Abstentions: Limon, Snyder

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Mayoral Appointments

Council President Skellenger made a motion stating Mayor Giordano has made the following appointments. Seconded by Mr. Postas

Recreation Committee – 3 Year term

Member (term expires 12/31/2022) Holly Sollitto

Economic Development Committee – 1 Year term

Member (term expires 12/31/2019) Dawne Rowe

Upon roll call vote:

Ayes: Limon, Postas, Skellenger, Snyder, Soules

Nays: None Absent: Zydon Abstentions: None

Hiring of Custodian

Mr. Snyder made a motion to approve the hiring of Frank Fasolo as a part time custodian for 20 hours per week at a rate of \$14.00 per hour, effective April 1, 2019. Seconded by Mr. Postas.

Upon roll call vote:

Ayes: Limon, Postas, Skellenger, Snyder, Soules

Nays: None Absent: Zydon Abstentions: None

Discussion on Zoning Officer Position

At this time there was a discussion on the Zoning Officer position.

Mr. Postas commented this is one of the unfortunate results of budget cuts. The Borough is cutting Mr. Drossel's position from full time to part time, his time will go from 37.5 hours/wk to 17.5 hours/wk this year as a cost savings of approximately \$36,000/yr. We have noticed some reductions in the work load since making the position full time, comparisons with other surrounding towns show most do not employ a full-time zoning officer.

Mr. Skellenger made a motion to reduce the zoning officer position from full time, 37.5 hours/wk to part time, 17.5 hours/wk. Seconded by Mr. Postas.

Upon roll call vote:

Ayes: Limon, Postas, Skellenger, Snyder, Soules

Nays: None Absent: Zydon Abstentions: None

Discussion on Continuation of Zoning Officer Shared Service with Hamburg Borough

At this time there was a discussion on the continuation of the zoning officer shared service with Hamburg Borough.

Administrator McHose commented she met with Hamburg Borough to discuss the temporary shared service agreement. Hamburg Borough would like to extend the agreement through December 31, 2019, with a built-in review of October 1, 2019 to assess whether it should continue after December 31, 2019. Hamburg Borough is very happy with the services provided so far, stating the reporting and communication they receive from Joe Drossel has been great. They would like to raise the hours from 5 hours/wk to 7 hours/wk at the cost stated in the current agreement. Administrator McHose also commented on the effects of services now that our zoning officer position has been changed to part time. Administrator McHose requested direction from the Council.

A discussion on the shared services continued including the additional hours and updated fees to be paid to the Borough.

Mr. Postas commented there are many issues that need to be looked at before we should proceed to extending the agreement to the end of the year.

Mr. Snyder commented the Council should wait to discuss extending the agreement with Hamburg Borough, we don't know what the zoning officers' intentions will be once he is notified of the change of his position to part time.

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Discussion on Bid Specifications for 2019 Franklin Pond Services

At this time there was a discussion on bid specs for 2019 Franklin Pond services.

Administrator McHose commented she has been working with Mr. Ursin to draft Request for Quotes (RFQ's) for various services at the pond; concession stand, beach and paddle boards, boats and kayaks. Administrator McHose requested authorization from the Council to proceed with placing ads in order to see what types of responses we get.

Mr. Postas asked for clarification for types of information to request in the RFQ's.

Mr. Ursin recommended to help get bids in a timely manner the Borough can either keep the minimum bids low for the first year to get someone to come in to try it or consider going to a percentage of gross.

Mr. Postas made a motion to authorize Administrator McHose to write the RFQ's for the pond services and advertise them. Seconded by Mr. Limon

Upon roll call vote:

Ayes: Limon, Postas, Skellenger, Snyder, Soules

Nays: None Absent: Zydon Abstentions: None

Franklin Fire Department Request to Waive 50/50 Raffle Application Fee

Mr. Postas made a motion to approve a request from the Franklin Fire Department to waive the Franklin Borough \$20 50/50 raffle application fee. Seconded by Mr. Skellenger.

Upon roll call vote:

Ayes: Postas, Skellenger, Soules

Nays: None Absent: Zydon Abstentions: Limon, Snyder

ADDENDUM

Discussion

Approval of the scope of work to be completed at the softball field at the Franklin Pond.

Administrator McHose commented previously the Council had verbally supported the Wallkill Valley Softball League in their efforts to get a grant from the Forward Franklin Alliance. Since the work is being done on Borough property a motion is needed to approve the scope of work to be completed.

Mr. Postas made a motion to approve the scope of work to be completed at the softball field. Seconded by Mr. Soules.

Upon roll call vote:

Ayes: Limon, Postas, Skellenger, Snyder, Soules

Nays: None Absent: Zydon Abstentions: None

Council President Skellenger commented I am changing the agenda order slightly, the executive session requested will be the last item this evening therefor we will open the meeting to the public now.

OPEN PUBLIC SESSION II

Mr. Skellenger made a motion to open the meeting to the public for anyone wishing to address the Governing Body. Seconded by Mr. Limon. All were in favor.

There being no one present who wished to address the Governing Body, Mr. Skellenger made a motion to close the meeting to the public, seconded by Mr. Postas. All were in favor.

Council President Skellenger stated there will be no official action taken after executive session, the Council will adjourn directly from there.

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EXECUTIVE SESSION

In accordance with the provisions of the Open Public Meetings Act, Mr. Skellenger made a motion to adjourn into closed executive session to discuss JCM litigation matters. Motion seconded by Mr. Postas. All were in favor.

MISCELLANEOUS COMMENTS

There were no miscellaneous comments.

ADJOURNMENT

At 7:45PM, the Council adjourned into executive session and did not return into open public session.

Stephen Skellenger, Council President

Darlene J. Tremont, Municipal Clerk