

**CONSENT AGENDA FOR THE ORGANIZATION MEETING  
OF THE MAYOR AND COUNCIL OF THE  
BOROUGH OF FRANKLIN  
AT 6:00 PM ON  
JANUARY 2, 2024**

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*ALL MATTERS LISTED BELOW ARE CONSIDERED TO BE ROUTINE IN NATURE AND WILL BE ENACTED BY ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION OF THESE ITEMS. IF ANY DISCUSSION IS DESIRED, THAT PARTICULAR ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND WILL BE CONSIDERED SEPARATELY.*

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1. **RESOLUTION #2024-01 – PROFESSIONAL SERVICES**

To adopt a Professional Services Resolution #2024-01 for various professional services (Borough Attorney, Borough Auditor, and etc.).

2. **RESOLUTION #2024-02 - TEMPORARY BUDGET – CURRENT FUND**

To adopt resolution #2024-02, 2024 Temporary Municipal Budget Current Fund and sewer and water temporary operating with attached exhibit A entitled Borough of Franklin 2024 Temporary Budget Exhibit A.

3. **RESOLUTION #2024-03 – RATES OF INTEREST/DELINQUENT TAX PENALTY**

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 #2024-03.

4. **RESOLUTION #2024-04 - OVERPAYMENT/UNDERPAYMENT OF TAXES**

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 2023, in accordance with the provisions of N.J.S.A. 54:4-99, as per the attached resolution #2024-04.

5. **RESOLUTION #2024-05 – MEETING DATES**

To establish the regular meeting nights of the Mayor and Council for the calendar year 2024, as per the attached resolution #2024-05.

6. **RESOLUTION #2024-06 – OFFICIAL NEWSPAPERS**

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 2024, as per the attached resolution #2024-06.

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**7. RESOLUTION #2024-07 – DEFENSE AGAINST TAX APPEALS**

To adopt resolution #2024-07 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 2024.

**8. RESOLUTION #2024-08 – PAYMENT OF RECURRING BILLS RESOLUTION**

To adopt a resolution #2024-08 for payment of recurring bills.

**9. RESOLUTION #2024-09 – TO ADOPT A CASH MANAGEMENT PLAN**

To adopt resolution #2024-09 for the year 2024, to serve as the cash management plan of Franklin Borough.

**10. RESOLUTION #2024-10 – REAUTHORIZING PETTY CASH FUNDS FOR CALENDAR YEAR 2024.**

To adopt resolution #2024-10 reauthorizing petty cash funds for the Calendar year 2024.

**11. RESOLUTION #2024-11 – DESIGNATING DEPUTY CUSTODIANS OF PUBLIC RECORDS.**

To adopt resolution #2024-11 designating deputy custodians of public records.

**12. RESOLUTION #2024-12 - DESIGNATING PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.)**

To adopt resolution #2024-12 designating public agency compliance officer (P.A.C.O.).

**13. 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.

**14. 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 2024.

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**15. FIRE DEPARTMENT LINE OFFICERS**

A motion is in order to approve the ratification of 2024 Line Officers for the Franklin Fire Department, as per the recommendations submitted by Chief Michael Raperto.

**16. 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 2024, in accordance with the requirements of the Uniform Fire Code.

# Borough of Franklin, County of Sussex

## Resolution #2024-01

### AUTHORIZING THE AWARD OF NON-FAIR AND OPEN CONTRACTS FOR PROFESSIONAL SERVICES

**WHEREAS**, there exists a need for engagement of various professional services for the Borough of Franklin as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.5, and

**WHEREAS**, the purchasing agent has determined and certified in writing that the value of the acquisition will exceed \$17,500; and

**WHEREAS**, the anticipated term of the following contracts are set forth below; and

**WHEREAS**, the following individuals and firms have submitted a proposal indicating they will provide the professional services described below for the stated price said proposal; and

**WHEREAS**, the following individuals and firms have completed and submitted a Business Entity Disclosure Certification which certifies that the following individuals have not made any reportable contributions to a political or candidate committee in the Borough of Franklin in the previous year, and that the contract will prohibit the following individuals and firms from making any reportable contributions through the term of the contract, and

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council of the Borough of Franklin, authorizes the Mayor to enter into a contract with the following individuals and firms as described herein; and

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and Determination of Value for the following individuals and firms be placed on file with this resolution, and

**BE IT FURTHER RESOLVED** that the following individuals and firms are awarded a contract for providing the professional services for the Borough of Franklin, as indicated:

Schenk Price is awarded a contract for providing general legal services to the Borough of Franklin for the year 2024, dated January 2, 2024 in the amount of \$170.00 per hour, a retainer of \$5,400 per month with John Ursin named as Municipal Attorney.

**AS REQUIRED** by N.J.S.A.40A:4-57, N.J.A.C.5:34-5.1 ET SEQ. I, Michelle LaStarza, CFO, Borough of Franklin, hereby certify to the Clerk, Mayor and Council, that a reasonable estimate of the Maximum Value of this Contract not to exceed \$120,000 Appropriation #01.201.20.155.020.

Nisivoccia LLP is awarded a contract for providing service in the capacity of Municipal Auditor for the year 2024, dated January 2, 2024 billed at the hourly audit rates in effect at the time of services.

**AS REQUIRED** by N.J.S.A.40A:4-57, N.J.A.C.5:34-5.1 ET SEQ. I, Michelle LaStarza, CFO, Borough of Franklin, hereby certify to the Clerk, Mayor and Council, that a reasonable estimate of the Maximum Value of this Contract not to exceed \$40,600.00 at this time. Appropriation #01.201.20.135.020.

Archer & Greiner is awarded a contract for providing general Bond Counsel legal services to the Borough of Franklin for the year 2024, dated January 2, 2024 for services rendered in connection with the preparation of each bond ordinance with a \$450 charge for single purpose bond ordinances, \$600 for multi-purpose bond ordinances and base charges for bond and note sales of \$3,500 and \$5,000 respectively. Other services are billed at the hourly rate in effect at the time of services rendered.

**AS REQUIRED** by N.J.S.A.40A:4-57, N.J.A.C.5:34-5.1 ET SEQ. I, Michelle LaStarza, CFO, Borough of Franklin, hereby certify to the Clerk, Mayor and Council, that a reasonable estimate of the Maximum Value of this Contract not to exceed \$10,000.00, at this time. Appropriation #01.201.20.135.020.

Timothy J. Profeta, Esq. is awarded a contract for providing the services of Municipal Prosecutor for the Borough of Franklin for the year 2024 in the amount of \$1,600.00 per month.

**AS REQUIRED** by N.J.S.A.40A:4-57, N.J.A.C.5:34-5.1 ET SEQ. I, Michelle LaStarza, CFO, Borough of Franklin, hereby certify to the Clerk, Mayor and Council, that a reasonable estimate of the Maximum Value of this Contract not to exceed \$20,000.00, at this time. Appropriation #01.201.25.275.020.

John Grey, Esq. is awarded a contract for providing the services of Municipal Public Defender for the Borough of Franklin for the year 2024 in the amount of \$200.00 per client.

**AS REQUIRED** by N.J.S.A.40A:4-57, N.J.A.C.5:34-5.1 ET SEQ. I, Michelle LaStarza, CFO, Borough of Franklin, hereby certify to the Clerk, Mayor and Council, that a reasonable estimate of the Maximum Value of this Contract not to exceed \$8,400.00, at this time. Appropriation #03.289.56.851.000.

Laddey, Clark & Ryan is awarded a contract for providing the services of Rent Leveling Attorney for the Borough of Franklin for the year 2024, dated January 2, 2024 in the amount of \$190.00 per hour with Angelo J. Bolcato, Esq. named attorney.

**AS REQUIRED** by N.J.S.A.40A:4-57, N.J.A.C.5:34-5.1 ET SEQ. I, Michelle LaStarza, CFO, Borough of Franklin, hereby certify to the Clerk, Mayor and Council, that a reasonable estimate of the Maximum Value of this Contract not to exceed \$8,000.00, at this time. Appropriation #03.281.56.851.084.

RMD Associates is awarded a contract for providing the services of Qualified Purchasing Agent for the Borough of Franklin for the year 2024, dated January 2, 2024 in the amount of \$6,000.00 annually

**AS REQUIRED** by N.J.S.A.40A:4-57, N.J.A.C.5:34-5.1 ET SEQ. I, Michelle LaStarza, CFO, Borough of Franklin, hereby certify to the Clerk, Mayor and Council, that a reasonable estimate of the Maximum Value of this Contract not to exceed \$7000.00, at this time. Appropriation ##01.201.20.135.020.

**BE IT FURTHER RESOLVED**, a notice of this action shall be published at least once in the New Jersey Herald.

**CERTIFICATION:** I, Darlene J. Tremont, Municipal Clerk of the Borough of Franklin, in the County of Sussex, State of New Jersey do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Governing Body of the Borough of Franklin, County of Sussex, State of New Jersey at their Reorganization Meeting held on January 2, 2024, at 6:00PM.

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Darlene J. Tremont, Municipal Clerk

<b>RECORD OF COUNCIL VOTES</b>				
COUNCIL MEMBER	AYES	NAYES	ABSTAIN	ABSENT
CONCETTO FORMICA				
RACHEL HEATH				
JOSEPH LIMON				
JOHN POSTAS				
STEPHEN SKELLENGER				
GILBERT SNYDER				
MAYOR SOWDEN (Tie Only)				

NOT YET APPROVED BY COUNCIL

# Borough of Franklin, County of Sussex

## Resolution #2024-02

### APPROVAL OF 2024 TEMPORARY MUNICIPAL BUDGET

**WHEREAS**, The Local Budget Law, N.J.S.A. 40A:4-1 et seq., provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2024 budget, temporary appropriation should be made for the purpose and amounts required in the manner and time therein provided, and

**WHEREAS**, N.J.S.A. 40A:4-1 et seq. further provides that the governing body of a municipality must adopt by resolution within the first thirty (30) days of the budget, by affirmative vote of the full membership of the governing body, a temporary budget; and

**WHEREAS**, the Mayor and Borough Council desires to establish temporary appropriations pursuant to the Local Budget Law; and

**WHEREAS**, total appropriations for the 2023 Current Fund Annual Budget, exclusive of any appropriations for debt service, capital improvements, federal and state grants and reserve for uncollected taxes was \$6,703,594; and

**WHEREAS**, four months of those appropriations for the 2023 Current Fund Annual Budget is \$2,243,531;

**WHEREAS**, total appropriations for the 2023 Water Sewer Annual Budget, exclusive of any appropriations for debt service and capital improvements was \$2,230,100; and

**WHEREAS**, four months of those appropriations for the 2023 Water Sewer Annual Budget is \$743,367;

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council of the Borough of Franklin that the 2024 Current Fund Temporary Budget in the amount of \$2,234,531 be approved and the 2024 Water Sewer Temporary Budget of \$743,367 be approved.

**CERTIFICATION:** I, Darlene J. Tremont, Municipal Clerk of the Borough of Franklin, in the County of Sussex, State of New Jersey do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Governing Body of the Borough of Franklin, County of Sussex, State of New Jersey at their Reorganization Meeting held on January 2, 2024, at 6:00PM.

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Darlene J. Tremont, Municipal Clerk

RECORD OF COUNCIL VOTES				
COUNCIL MEMBER	AYES	NAYES	ABSTAIN	ABSENT
CONCETTO FORMICA				
RACHEL HEATH				
JOSEPH LIMON				
JOHN POSTAS				
STEPHEN SKELLENGER				
GILBERT SNYDER				
MAYOR SOWDEN (Tie Only)				

NOT YET APPROVED BY COUNCIL

2024 Temporary Budget Exhibit A

General Admin S&W	68,169
General Administration Other Expenses	18,500
Elections Other Expenses	1,667
Finance Admin S&W	39,200
Finance Administration Other Expenses	9,193
Audit Services Other Expenses	8,333
Tax Collector S&W	7,634
Tax Collector Other Expenses	3,741
Tax Assessor S&W	17,713
Tax Assessment Admin OE	4,735
Revaluation of Taxes	8,250
Legal Services Other Expenses	49,333
Engineering Services Other Expenses	13,333
Economic Development Other Expenses	667
Historic Preservation	3,333
Land Use S&W	6,817
Planning Board Other Expenses	3,483
Zoning Official S&W	13,020
Zoning Official Other Expenses	1,100
Insurance Other Insurance Premiums	33,333
Insurance Workers Compensation Insurance	25,000
Insurance Employee Group Insurance	193,333
DCRP - EMPLOYERS MATCH	3,333
Insurance - Health Benefit Waiver	6,667
Insurance Unemployment Insurance	4,500
Police S&W	675,687
Police Other Expenses	49,883
Crossing Guard S&W	20,606
Crossing Guards Other Expenses	300
Office of Emergency Management S&W	936
Office Of Emergency Management OE	167
Aid To Volunteer Fire Companies OE	24,023
Aid To Volunteer Ambulance Companies OE	5,267
Volunteer LOSAP Program	6,667
Municipal Prosecutor Other Expenses	7,000
Municipal Public Defender OE	333
Streets and Roads S&W	113,996
Streets & Roads Other Expenses	53,817
Buildings & Grounds S&W	5,799
Building & Grounds OE	35,667
Municipal Service Act (P.L.1993, Ch 6)	1,000
Board of Health S&W	443
Board Of Health Other Expenses	183
Public Health Services Other Expenses	333
Animal Control Other Expenses	4,500



## NOT YET APPROVED BY COUNCIL

### Temporary Budget Exhibit A

Senior Center S&W	16,813
ContributionTo Senior Center OE	1,607
Recreation S&W	333
Recreation Other Expenses	2,667
Public Events	3,333
Tax Appeals Pending	5,000
Utility Bulk Expenses Street Lights	13,333
Utility Bulk Expense Telephone	14,667
Utility Bulk Expense - Postage	1,000
Utility Bulk Expenses Gasoline	20,000
Network Maintenance	13,333
Solid Waste Disposal Costs OE	188,000
Public Employees Retirement System	33,520
Social Security	76,667
Police & Firemens Retirement System	168,701
Interlocal Tax Collector	11,000
Interlocal Construction Hardyston	20,855
Interlocal Agree 911" Dispatch Police"	11,418
Interlocal Agree 911" Dispatch Fire"	10,765
Interlocal Agree 911" Dispatch EMS"	10,439
Interlocal Municipal Drug Alliance Progr	533
Municipal Court S&W	55,300
Municipal Court Other Expenses	4,249
Total Current Fund	2,234,531
Water & Sewer S&W	159,833
Water Sewer Operat. OE Water	121,583
Water Sewer Operat. OE Sewer	432,950
W/S Statutory Expenditures Pers Contribu	16,667
W/S Statutory Expenditures Social Securi	11,667
W/S Stautory Expenditures Unemployment	667
Total Water Sewer	743,367

# Borough of Franklin, County of Sussex

## Resolution #2024-03

### Rates of Interest/Delinquent Tax Penalty

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF FRANKLIN, COUNTY OF SUSSEX AND STATE OF NEW JERSEY, that the rate of interest to be charged for non-payment of taxes on or before the date that they would become delinquent shall be set at the rate of 8% per annum on the first \$1500 of the delinquency, and 18% per annum on any amount in excess of \$1500, and

BE IT FURTHER RESOLVED, that the rate of interest to be charged for non-payment of water / sewer bills on or before the date that they would become delinquent shall be set at the rate of 8% per annum on the first \$1500 of the delinquency, and 18% per annum on any amount in excess of \$1500, and

BE IT FURTHER RESOLVED, that in accordance with the provisions of N.J.S.A. 54:4-67, a six percent (6%) penalty shall be charged to a taxpayer with a delinquency in excess of Ten Thousand and no/100 Dollars (\$10,000) who fails to pay the delinquency prior to the end of the calendar year. Delinquency in this instance means the sum of all taxes and municipal charges due on a given parcel of property covering any number of quarters or tax years.

BE IT FURTHER RESOLVED, that no interest shall be charged if payment of any installation is made within ten days after the date which same became payable.

BE IT FURTHER RESOLVED, this Resolution shall take effect immediately.

**CERTIFICATION:** I, Darlene J. Tremont, Municipal Clerk of the Borough of Franklin, in the County of Sussex, State of New Jersey do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Governing Body of the Borough of Franklin, County of Sussex, State of New Jersey at their Reorganization Meeting held on January 2, 2024, at 6:00PM.

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Darlene J. Tremont, Municipal Clerk

RECORD OF COUNCIL VOTES				
COUNCIL MEMBER	AYES	NAYES	ABSTAIN	ABSENT
CONCETTO FORMICA				
RACHEL HEATH				
JOSEPH LIMON				
JOHN POSTAS				
STEPHEN SKELLENGER				
GILBERT SNYDER				
MAYOR SOWDEN (Tie Only)				

# Borough of Franklin, County of Sussex

## Resolution #2024-04

### Over Payment/Underpayment of Taxes

**BE IT RESOLVED** by the Mayor and Council of the Borough of Franklin, County of Sussex and State of New Jersey, to authorize the tax collector to cancel of record any overpayment or underpayment of taxes in the amount of \$10.00 (ten dollars) or less for the calendar year 2023, in accordance with the provisions of N.J.S.A. 54:4-99.

**CERTIFICATION:** I, Darlene J. Tremont, Municipal Clerk of the Borough of Franklin, in the County of Sussex, State of New Jersey do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Governing Body of the Borough of Franklin, County of Sussex, State of New Jersey at their Reorganization Meeting held on January 2, 2024, at 6:00PM.

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Darlene J. Tremont, Municipal Clerk

RECORD OF COUNCIL VOTES				
COUNCIL MEMBER	AYES	NAYES	ABSTAIN	ABSENT
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RACHEL HEATH				
JOSEPH LIMON				
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STEPHEN SKELLENGER				
GILBERT SNYDER				
MAYOR SOWDEN (Tie Only)				

# Borough of Franklin, County of Sussex

## Resolution #2024-05

### Franklin Borough Governing Body 2024 Meeting Dates

WHEREAS, The Open Public Meetings Act, P.L. 1975, Ch.231 requires certain bodies to comply with the provisions of Section 13 of said Act,

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF FRANKLIN, COUNTY OF SUSSEX AND STATE OF NEW JERSEY, THAT the regularly scheduled meetings of the Franklin Borough Mayor and Council for the year 2024 will be held in the Franklin Borough Municipal Building, located at 46 Main Street in Franklin, New Jersey beginning at 7:00 PM on the following dates:

#### REGULAR MEETINGS (2<sup>nd</sup> & 4<sup>th</sup> Tues)

January	2 and 23
February	13 and 27
March	12 and 26
April	9 and 23
May	14 and 28
June	11 and 25
July	16
August	13
September	10 and 24
October	8 and 22
November	12 and 26
December	17

#### WORK MEETINGS (If needed 3<sup>rd</sup> Wed)

January	17
February	21
March	20
April	17
May	15
June	19
July	17
August	21
September	18
October	16
November	20
December	18

The Organization Meeting of the 2025 Franklin Borough Mayor and Council shall be held on Tuesday, **January 7, 2025 at 6:00PM**, in the Franklin Borough Municipal Building, 46 Main Street, Franklin, New Jersey.

A copy of this resolution shall be posted on the Franklin Borough Municipal Building Bulletin Board, and copies of this resolution shall be forwarded to the Official Newspapers, namely the New Jersey Herald and the New Jersey Sunday Herald located in Newton, NJ, and is on file in the office of the Municipal Clerk of the Borough of Franklin. This resolution shall take effect immediately.

**CERTIFICATION:** I, Darlene J. Tremont, Municipal Clerk of the Borough of Franklin, in the County of Sussex, State of New Jersey do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Governing Body of the Borough of Franklin, County of Sussex, State of New Jersey at their Reorganization Meeting held on January 2, 2024, at 6:00PM.

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Darlene J. Tremont, Municipal Clerk

RECORD OF COUNCIL VOTES				
COUNCIL MEMBER	AYES	NAYES	ABSTAIN	ABSENT
CONCETTO FORMICA				
RACHEL HEATH				
JOSEPH LIMON				
JOHN POSTAS				
STEPHEN SKELLENGER				
GILBERT SNYDER				
MAYOR SOWDEN (Tie Only)				

# Borough of Franklin, County of Sussex

## Resolution #2024-06

### Designate the Official Newspapers

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF FRANKLIN, COUNTY OF SUSSEX AND STATE OF NEW JERSEY, to designate the New Jersey Herald and the New Jersey Sunday Herald of Newton, NJ, to be the official newspapers of the Borough of Franklin for the year 2024.

CERTIFICATION: I, Darlene J. Tremont, Municipal Clerk of the Borough of Franklin, in the County of Sussex, State of New Jersey do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Governing Body of the Borough of Franklin, County of Sussex, State of New Jersey at their Reorganization Meeting held on January 2, 2024, at 6:00PM.

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Darlene J. Tremont, Municipal Clerk

RECORD OF COUNCIL VOTES				
COUNCIL MEMBER	AYES	NAYES	ABSTAIN	ABSENT
CONCETTO FORMICA				
RACHEL HEATH				
JOSEPH LIMON				
JOHN POSTAS				
STEPHEN SKELLENGER				
GILBERT SNYDER				
MAYOR SOWDEN (Tie Only)				

# Borough of Franklin, County of Sussex

## Resolution #2024-07

### AUTHORIZING THE BOROUGH ASSESSOR AND BOROUGH ATTORNEY TO DEFEND ALL CONTESTED APPEALS BEFORE THE SUSSEX COUNTY BOARD OF TAXATION AND TAX COURT OF THE STATE OF NEW JERSEY

**BE IT RESOLVED** by the governing body of the Borough of Franklin that the Borough Assessor and Borough Attorney be and they are hereby authorized to defend before the Sussex County Board of Taxation and Tax Court of the State of New Jersey all contested appeals and to initiate municipal appeals to correct the Borough of Franklin tax list including but not limited to rollback complaints, added and omitted assessment complaints, and such other appeals as are necessary to correct the assessments for the Borough of Franklin; and

**BE IT FURTHER RESOLVED** that the Borough Assessor and Borough Attorney be and hereby designated as the agents of the Borough of Franklin for the purpose of signing settlements of the foregoing matters by stipulation.

CERTIFICATION: I, Darlene J. Tremont, Municipal Clerk of the Borough of Franklin, in the County of Sussex, State of New Jersey do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Governing Body of the Borough of Franklin, County of Sussex, State of New Jersey at their Reorganization Meeting held on January 2, 2024, at 6:00PM.

\_\_\_\_\_  
Darlene J. Tremont, Municipal Clerk

RECORD OF COUNCIL VOTES				
COUNCIL MEMBER	AYES	NAYES	ABSTAIN	ABSENT
CONCETTO FORMICA				
RACHEL HEATH				
JOSEPH LIMON				
JOHN POSTAS				
STEPHEN SKELLENGER				
GILBERT SNYDER				
MAYOR SOWDEN (Tie Only)				

# Borough of Franklin, County of Sussex

## Resolution #2024-08

### PAYMENT OF RECURRING BILLS RESOLUTION

**WHEREAS**, all claims of payment by the Borough of Franklin, County of Sussex, State of New Jersey, are required to be first submitted to the Mayor and Borough Council for consideration before payment is made, and

**WHEREAS**, due to the nature of certain claims and timing of the particular meetings involved, certain claims should be paid when presenting which are statutory and regular in nature, rather than held for the next meeting of the Mayor and Borough Council due to the nature of said bills.

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Borough Council of the Borough of Franklin as follows:

1. This township does hereby approve of the payment between meetings of the following enumerated claims for payment, when the same are presented to the Mayor and Borough Council and Chief Finance officer of the Borough of Franklin.
  - a. Borough of Franklin net payroll and payroll deduction accounts.
  - b. Borough of Franklin, Board of Education
  - c. County Treasurer (County taxes only)
  - d. Banks for investment Purposes/Inter-fund transfers/Debt Service payment Bond/Note Payments
  - e. Fort Dearborn National Life Insurance Company, Statewide Workers Compensation Fund, and Horizon Blue Cross & Blue Shield of N.J. and all other insurance
  - f. Repair of emergency, police, and rescue vehicles; parts needed for said vehicles; and critical equipment related to the operations of the BPW/Police or emergency services
  - g. Bond Releases
  - h. All utility payments
  - i. Employee Reimbursements
  - j. Petty Cash Reimbursements
  - k. Lien Redemptions
  - l. Premium Redemptions
  - m. Accounts with Credit Card Contracts
  - n. Capital Improvements due within statutory period of 30 days

CERTIFICATION: I, Darlene J. Tremont, Municipal Clerk of the Borough of Franklin, in the County of Sussex, State of New Jersey do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Governing Body of the Borough of Franklin, County of Sussex, State of New Jersey at their Reorganization Meeting held on January 2, 2024, at 6:00PM.

\_\_\_\_\_  
Darlene J. Tremont, Municipal Clerk

RECORD OF COUNCIL VOTES				
COUNCIL MEMBER	AYES	NAYES	ABSTAIN	ABSENT
CONCETTO FORMICA				
RACHEL HEATH				
JOSEPH LIMON				
JOHN POSTAS				
STEPHEN SKELLENGER				
GILBERT SNYDER				
MAYOR SOWDEN (Tie Only)				

# Borough of Franklin, County of Sussex

## Resolution #2024-09

### TO ADOPT A CASH MANAGEMENT PLAN

**BE IT RESOLVED** by the Mayor and Council of the Borough of Franklin, County of Sussex, that for the year 2024, the following shall serve as the cash management plan of the Borough of Franklin.

#### 1. Cash Management and Investment Objectives

The Borough of Franklin has the following objectives.

- A. Preservation of Capital
- B. Adequate safekeeping of assets.
- C. Maintenance of liquidity to meet operating needs.
- D. Investment of assets in accordance with State and Federal Laws and regulations.
- E. Maximize Yield

#### 2. Designation of Official Depositories

The following Government Unit Protection Act approved banks are authorized depositories for deposit of funds:

State of New Jersey Cash Management Fund  
Depository Trust Company  
BNY Mellon Capital Markets  
Provident Bank  
Lakeland Bank

#### 3. Cash Management

- A. All funds shall be deposited within 48 hours of receipt in accordance with N.J.S.A. 40A:5-15
- B. The Chief Financial Officer shall minimize the possibility of idle cash accumulating in accounts by assuring that any excess amounts not needed to cover expenses or in excess of negotiated compensating balances are kept in interest bearing accounts or promptly swept into the investment portfolio.
- C. Investment decisions shall be guided by the cash flow projections prepared by the Chief Financial Officer.



4. Permissible Investments

- A. Certificates of Deposits.
- B. Savings and Loan Association and Saving Bank Accounts.
- C. New Jersey Cash Management Plan
- D. MBIA Municipal Investors Service Corporation CLASS

5. Authority for Investment Management

The Chief Financial Officer is authorized and directed to make investments on behalf of the Borough. All investment decisions shall be consistent with this plan and all appropriate regulatory constraints.

6. Reporting

The Chief Financial Officer shall report to the Borough Council investments in accordance with N.J.S.A. 40A: 5-51.2.

7. Audit

The Cash Management Plan shall be subject to annual audit conducted pursuant to N.J.S.A. 40A: 5-14.

8. Disposition of Abandoned Property

The Chief Financial Officer shall escheat to the State of New Jersey checks which remain outstanding for more than twelve months after the date of issuance.

**CERTIFICATION:** I, Darlene J. Tremont, Municipal Clerk of the Borough of Franklin, in the County of Sussex, State of New Jersey do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Governing Body of the Borough of Franklin, County of Sussex, State of New Jersey at their Reorganization Meeting held on January 2, 2024, at 6:00PM.

\_\_\_\_\_  
Darlene J. Tremont, Municipal Clerk

RECORD OF COUNCIL VOTES				
COUNCIL MEMBER	AYES	NAYES	ABSTAIN	ABSENT
CONCETTO FORMICA				
RACHEL HEATH				
JOSEPH LIMON				
JOHN POSTAS				
STEPHEN SKELLENGER				
GILBERT SNYDER				
MAYOR SOWDEN (Tie Only)				

# Borough of Franklin, County of Sussex

## Resolution #2024-10

### REAUTHORIZING PETTY CASH FUNDS FOR CALENDAR YEAR 2024

**WHEREAS** N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund in municipalities by application and resolution; and,

**WHEREAS**, it is the desire of the Borough of Franklin to establish the following Petty Cash Funds for calendar year 2024 as follows:

Department	Custodian	Amount Authorized
Police	Gregory Cugliari	\$200
Clerk Office	Darlene J. Tremont	\$200

**NOW, THEREFORE BE IT RESOLVED** that the Mayor and Council of the Borough of Franklin hereby authorizes such action and that the Borough Clerk file two copies of this resolution within the Division of Local Government Services, State of New Jersey.

**CERTIFICATION:** I, Darlene J. Tremont, Municipal Clerk of the Borough of Franklin, in the County of Sussex, State of New Jersey do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Governing Body of the Borough of Franklin, County of Sussex, State of New Jersey at their Reorganization Meeting held on January 2, 2024, at 6:00PM.

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Darlene J. Tremont, Municipal Clerk

RECORD OF COUNCIL VOTES				
COUNCIL MEMBER	AYES	NAYES	ABSTAIN	ABSENT
CONCETTO FORMICA				
RACHEL HEATH				
JOSEPH LIMON				
JOHN POSTAS				
STEPHEN SKELLENGER				
GILBERT SNYDER				
MAYOR SOWDEN (Tie Only)				

# Borough of Franklin, County of Sussex

## Resolution #2024-11

### DESIGNATING DEPUTY CUSTODIANS OF PUBLIC RECORDS

**WHEREAS**, the Open Public Records Act, N.J.S.A. 47:1A-1 et seq. provides public access to local government records; and

**WHEREAS**, the Open Public Records Act further provides that in municipal government the Municipal Clerk shall be the custodian of records; and

**WHEREAS**, many public officials, officers or employees, including but not limited to the Deputy Municipal Clerk, Borough Administrator, Police Chief, Chief Finance Officer, Tax Collector, and all municipal department or division heads, have an inherent record-keeping duty and responsibility in maintaining specific types of local government records; and

**WHEREAS**, the Open Public Records Act allows the Municipal Clerk to name deputy custodians of records to assist in the handling of, and responsibility for, public records,

**THEREFORE BE IT RESOLVED** by the Mayor and Franklin Borough Council that in order to facilitate speedy citizen access, efficiency in administration, and compliance with government record access law, the Deputy Municipal Clerk, Borough Administrator, Police chief, Chief Finance Officer, Tax Collector, and all municipal department and division heads are hereby designated to serve as Deputy Custodians of Public Records in the performance of duties and responsibilities pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

**CERTIFICATION:** I, Darlene J. Tremont, Municipal Clerk of the Borough of Franklin, in the County of Sussex, State of New Jersey do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Governing Body of the Borough of Franklin, County of Sussex, State of New Jersey at their Reorganization Meeting held on January 2, 2024, at 6:00PM.

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Darlene J. Tremont, Municipal Clerk

RECORD OF COUNCIL VOTES				
COUNCIL MEMBER	AYES	NAYES	ABSTAIN	ABSENT
CONCETTO FORMICA				
RACHEL HEATH				
JOSEPH LIMON				
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STEPHEN SKELLENGER				
GILBERT SNYDER				
MAYOR SOWDEN (Tie Only)				

# Borough of Franklin, County of Sussex

## Resolution #2024-12

### RESOLUTION DESIGNATING PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.)

**Whereas**, in accordance with N.J.A.C. 17:27-3-3, each public agency shall designate an individual to serve as its Public Agency Compliance Officer or P.A.C.O., and

**Whereas**, the P.A.C.O will act as the liaison between the State of New Jersey's Division of Public Contracts Equal Employment Opportunity Compliance and the Borough of Franklin, and

**Whereas**, the P.A.C.O. will be the point of contact for all matters concerning implementation and administration of N.J.A.C. 17:27-1.1 et seq., and

**Whereas**, the P.A.C.O. will also be responsible for administering contracting procedures pertaining to equal employment opportunity regarding the Borough of Franklin and the service providers of goods and services, professional service and construction contractors, and

**Whereas**, the P.A.C.O. has the authority to recommend changes to effectively support the implementation of N.J.A.C. 17:27-1.1 et seq. and its regulations.

**Now Therefore Be It Resolved** that the Mayor and Council of the Borough of Franklin designates Darlene J. Tremont, Borough Administrator as Public Agency Compliance Officer for the Borough of Franklin for year 2024.

**CERTIFICATION:** I, Darlene J. Tremont, Municipal Clerk of the Borough of Franklin, in the County of Sussex, State of New Jersey do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Governing Body of the Borough of Franklin, County of Sussex, State of New Jersey at their Reorganization Meeting held on January 2, 2024, at 6:00PM.

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Darlene J. Tremont, Municipal Clerk

RECORD OF COUNCIL VOTES				
COUNCIL MEMBER	AYES	NAYES	ABSTAIN	ABSENT
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MAYOR SOWDEN (Tie Only)				