

**CONSENT AGENDA FOR THE ORGANIZATION MEETING
OF THE MAYOR AND COUNCIL OF THE
BOROUGH OF FRANKLIN
AT 6:00 PM ON
JANUARY 7, 2025**

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.

1. RESOLUTION #2025-01 – PROFESSIONAL SERVICES

To adopt a Professional Services Resolution #2025-01 for various professional services (Borough Attorney, Borough Auditor, etc.).

2. RESOLUTION #2025-02 - TEMPORARY BUDGET – CURRENT FUND

To adopt resolution #2025-02, 2025 Temporary Municipal Budget Current Fund and sewer and water temporary operating with attached exhibit A entitled Borough of Franklin 2025 Temporary Budget Exhibit A.

3. RESOLUTION #2025-03 – 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 #2025-03.

4. RESOLUTION #2025-04 - 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 2024, in accordance with the provisions of N.J.S.A. 54:4-99, as per the attached Resolution #2025-04.

5. RESOLUTION #2025-05 – MEETING DATES

To establish the regular meeting nights of the Mayor and Council for the calendar year 2025, as per the attached Resolution #2025-05.

6. RESOLUTION #2025-06 – 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 2025, as per the attached Resolution #2025-06.

**CONSENT AGENDA FOR THE ORGANIZATION MEETING
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7. RESOLUTION #2025-07 – DEFENSE AGAINST TAX APPEALS

To adopt Resolution #2025-07 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 2025.

8. RESOLUTION #2025-08 – PAYMENT OF RECURRING BILLS RESOLUTION

To adopt a Resolution #2025-08 for payment of recurring bills.

9. RESOLUTION #2025-09 – TO ADOPT A CASH MANAGEMENT PLAN

To adopt Resolution #2025-09 for the year 2025, to serve as the cash management plan of Franklin Borough.

10. RESOLUTION #2025-10 – REAUTHORIZING PETTY CASH FUNDS FOR CALENDAR YEAR 2025.

To adopt Resolution #2025-10 reauthorizing petty cash funds for the calendar year 2025.

11. RESOLUTION #2025-11 – DESIGNATING DEPUTY CUSTODIANS OF PUBLIC RECORDS.

To adopt Resolution #2025-11 designating Deputy Custodians of public records.

12. RESOLUTION #2025-12 - DESIGNATING PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.)

To adopt Resolution #2025-12 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 2025.

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15. FIRE DEPARTMENT LINE OFFICERS

A motion is in order to approve the ratification of 2025 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 2025, in accordance with the requirements of the Uniform Fire Code.

Borough of Franklin, County of Sussex

Resolution #2025-01

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:

Schenck Price is awarded a contract for providing general legal services to the Borough of Franklin for the year 2025, dated January 7, 2025 in the amount of \$175.00 per hour, a retainer of \$5,500 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 2025, dated January 7, 2025 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 \$41,400.00 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 2025, dated January 7, 2025 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.

Van Cleef Associates, LLC is awarded a contract for providing engineering services for the Borough of Franklin for the year 2025, dated January 7, 2025 in the amount of \$152.00 per hour with Michael Vreeland as principal engineer.

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 #01.201.20.165.020.

Van Cleef Engineering Associates, LLC is awarded a contract for providing FMUA Water/Sewer systems engineer for the year 2025, dated January 7, 2025 in the amount of \$152.00 per hour for a licensed engineer.

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 #09.201.55.502/503.042.

Timothy J. Profeta, Esq. is awarded a contract for providing the services of Municipal Prosecutor for the Borough of Franklin for the year 2025 in the amount of \$1,625.00 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.

Orlando Rodrigues, Esq. is awarded a contract for providing the services of Municipal Public Defender for the Borough of Franklin for the year 2025 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 2025, dated January 7, 2025 in the amount of \$195.00 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 2025, dated January 7, 2025 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 \$7,000.00, 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, Colleen L. Little, 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 7, 2025, at 6:00PM.

Colleen L. Little, Municipal Clerk

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

Borough of Franklin, County of Sussex

Resolution #2025-02

APPROVAL OF 2025 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 2025 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 2024 Current Fund Annual Budget, exclusive of any appropriations for debt service, capital improvements, federal and state grants and reserve for uncollected taxes was \$6,829,823; and

WHEREAS, four months of those appropriations for the 2025 Current Fund Annual Budget is \$2,276,608;

WHEREAS, total appropriations for the 2024 Water Sewer Annual Budget, exclusive of any appropriations for debt service and capital improvements was \$2,413,344; and

WHEREAS, four months of those appropriations for the 2025 Water Sewer Annual Budget is \$804,448;

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Franklin that the 2025 Current Fund Temporary Budget in the amount of \$2,276,608 be approved and the 2025 Water Sewer Temporary Budget of \$804,448 be approved.

CERTIFICATION: I, Colleen L. Little, 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 7, 2025, at 6:00PM.

Colleen L. Little, Municipal Clerk

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

NOT YET APPROVED BY COUNCIL

EXHIBIT A

Account Number	Description	Temporary Budget
01-201-20-100-000	General Admin S&W	13,122.00
01-201-20-100-020	General Administration Other Expenses	15,056.00
01-201-20-110-000	Mayor and Council	8,256.00
01-201-20-120-010	Clerk Salaries and Wages	52,766.00
01-201-20-120-020	Clerk Other Expenses	7,355.00
01-201-20-130-000	Finance Admin S&W	42,646.00
01-201-20-130-020	Finance Administration Other Expenses	11,777.00
01-201-20-135-020	Audit Services Other Expenses	13,398.00
01-201-20-145-000	Tax Collector S&W	8,630.00
01-201-20-145-020	Tax Collector Other Expenses	12,850.00
01-201-20-150-000	Tax Assessor S&W	18,725.00
01-201-20-150-020	Tax Assessment Admin OE	4,688.00
01-201-20-151-020	Revaluation of Taxes	8,250.00
01-201-20-155-020	Legal Services Other Expenses	33,952.00
01-201-20-165-020	Engineering Services Other Expenses	13,200.00
01-201-20-170-020	Economic Development Other Expenses	660.00
01-201-20-175-020	Historic Preservation	1,650.00
01-201-21-180-000	Land Use S&W	8,432.00
01-201-21-180-020	Planning Board Other Expenses	4,686.00
01-201-22-196-000	Zoning Official S&W	14,348.00
01-201-22-196-020	Zoning Official Other Expenses	577.00
01-201-23-211-020	Insurance Other Insurance Premiums	35,000.00
01-201-23-215-020	Insurance Workers Compensation Insurance	27,000.00
01-201-23-220-020	Insurance Employee Group Insurance	200,000.00
01-201-23-222-020	Insurance - Health Benefit Waiver	9,900.00
01-201-23-223-020	HSA Reimbursement - Due from Payroll Dec 31	4,000.00
01-201-23-225-020	Insurance Unemployment Insurance	4,950.00
01-201-25-240-000	Police S&W	673,693.00
01-201-25-240-020	Police Other Expenses	46,695.00
01-201-25-241-000	Crossing Guard S&W	22,298.00
01-201-25-241-020	Crossing Guards Other Expenses	330.00
01-201-25-252-000	Office of Emergency Management S&W	10.00
01-201-25-252-020	Office Of Emergency Management OE	165.00
01-201-25-255-021	Aid To Volunteer Fire Companies OE	25,277.00
01-201-25-260-020	Aid To Volunteer Ambulance Companies OE	5,214.00
01-201-25-275-020	Municipal Prosecutor Other Expenses	6,930.00
01-201-25-285-020	Municipal Public Defender OE	330.00
01-201-26-290-000	Streets and Roads S&W	107,012.00
01-201-26-290-020	Streets & Roads Other Expenses	60,473.00
01-201-26-310-000	Buildings & Grounds S&W	7,321.00
01-201-26-310-020	Building & Grounds OE	26,813.00
01-201-27-330-000	Board of Health	1,820.00
01-201-27-330-020	Board Of Health Other Expenses	198.00
01-201-27-331-020	Public Health Services Other Expenses	330.00
01-201-27-360-000	Senior Center S&W	21,453.00

NOT YET APPROVED BY COUNCIL

EXHIBIT A

Account Number	Description	Temporary Budget
01-201-27-360-020	ContributionTo Senior Center OE	1,650.00
01-201-28-370-000	Recreation S&W	990.00
01-201-28-370-020	Recreation Other Expenses	3,300.00
01-201-28-370-022	Public Events	3,300.00
01-201-30-410-020	Unclassified Fixed Assets System	495.00
01-201-30-416-001	Salary Adjustment Line	99.00
01-201-30-417-020	Tax Appeals Pending	4,950.00
01-201-30-418-000	Computer Replacement Program	2,475.00
01-201-31-430-020	Utility Bulk Expenses - Electricity	23,297.00
01-201-31-435-020	Utility Bulk Expenses Street Lights	14,652.00
01-201-31-440-020	Utility Bulk Expense Telephone	12,195.00
01-201-31-446-020	Utility Bulk Expense - Natural Gas/Propane	1,000.00
01-201-31-447-020	Utility Bulk Expense - Gasoline/Fuel Oil	19,800.00
01-201-31-450-020	Utility Bulk Expense - Telecommunications	1,815.00
01-201-31-462-020	Network Maintenance	15,180.00
01-201-32-465-020	Solid Waste Disposal Costs OE	192,060.00
01-201-36-472-020	Social Security	86,126.00
01-201-36-475-020	Police & Firemens Retirement System	181,457.00
01-201-36-477-020	DCRP - Employer Contribution	2,903.00
01-201-42-250-051	Interlocal "911" Sparta - Police	11,531.00
01-201-42-250-052	Interlocal "911" Sparta - Fire	10,868.00
01-201-42-250-053	Interlocal "911" Sparta - EMS	10,542.00
01-201-42-340-020	Interlocal Animal Control Vernon	4,538.00
01-201-43-490-000	Municipal Court S&W	83,646.00
01-201-43-490-020	Municipal Court Other Expenses	5,503.00
TOTALS	CURRENT FUND TEMPORARY BUDGET	2,276,608.00
09-201-55-501-000		159,431.00
09-201-55-502-020		131,917.00
09-201-55-503-020		513,100.00
TOTALS	WATER/SEWER TEMPORARY BUDGET	804,448.00

Borough of Franklin, County of Sussex

Resolution #2025-03

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, Colleen L. Little, 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 7, 2025, at 6:00PM.

Colleen L. Little, Municipal Clerk

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

Borough of Franklin, County of Sussex

Resolution #2025-04

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 2024, in accordance with the provisions of N.J.S.A. 54:4-99.

CERTIFICATION: I, Colleen L. Little, 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 7, 2025, at 6:00PM.

Colleen L. Little, Municipal Clerk

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MAYOR SOWDEN (Tie Only)				

Borough of Franklin, County of Sussex

Resolution #2025-05

Franklin Borough Governing Body 2025 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 2025 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 (2nd & 4th Tues)

January	14 and 28
February	11 and 25
March	11 and 25
April	8 and 22
May	13 and 27
June	10 and 24
July	15
August	12
September	9 and 23
October	14 and 28
November	10 and 25
December	16

WORK MEETINGS (If needed 3rd Wed)

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

The Organization Meeting of the 2026 Franklin Borough Mayor and Council shall be held on Tuesday, **January 6, 2026 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, Colleen L. Little, 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 7, 2025, at 6:00PM.

Colleen L. Little, Municipal Clerk

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

Borough of Franklin, County of Sussex

Resolution #2025-06

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 2025.

CERTIFICATION: I, Colleen L. Little, 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 7, 2025, at 6:00PM.

Colleen L. Little, Municipal Clerk

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

Borough of Franklin, County of Sussex

Resolution #2025-07

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, Colleen L. Little, 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 7, 2025, at 6:00PM.

Colleen L. Little, Municipal Clerk

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

Borough of Franklin, County of Sussex

Resolution #2025-08

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.
2. Borough of Franklin net payroll and payroll deduction accounts.
3. Borough of Franklin, Board of Education
4. County Treasurer (County taxes only)
5. Banks for investment Purposes/Inter-fund transfers/Debt Service payment Bond/Note Payments
6. Fort Dearborn National Life Insurance Company, Statewide Workers Compensation Fund, and Horizon Blue Cross & Blue Shield of N.J. and all other insurance
7. 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
8. Bond Releases
9. All utility payments
10. Employee Reimbursements
11. Petty Cash Reimbursements
12. Lien Redemptions
13. Premium Redemptions
14. Accounts with Credit Card Contracts
15. Capital Improvements due within statutory period of 30 days

CERTIFICATION: I, Colleen L. Little, 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 7, 2025, at 6:00PM.

Colleen L. Little, Municipal Clerk

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

Borough of Franklin, County of Sussex

Resolution #2025-09

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 2025, 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
Provident Bank
TD Securities

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 7, 2025, at 6:00PM.

Colleen L. Little, Municipal Clerk

RECORD OF COUNCIL VOTES				
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CONCETTO FORMICA				
RACHEL HEATH				
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GILBERT SNYDER				
MAYOR SOWDEN (Tie Only)				

Borough of Franklin, County of Sussex

Resolution #2025-10

REAUTHORIZING PETTY CASH FUNDS FOR CALENDAR YEAR 2025

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 2025 as follows:

Department	Custodian	Amount Authorized
Police	Gregory Cugliari	\$200
Clerk Office	Colleen L. Little	\$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, Colleen L. Little, 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 7, 2025, at 6:00PM.

Colleen L. Little, Municipal Clerk

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GILBERT SNYDER				
MAYOR SOWDEN (Tie Only)				

Borough of Franklin, County of Sussex

Resolution #2025-11

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, Colleen L. Little, 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 7, 2025, at 6:00PM.

Colleen L. Little, Municipal Clerk

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MAYOR SOWDEN (Tie Only)				

Borough of Franklin, County of Sussex

Resolution #2025-12

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 Neil Spidaletto, Borough Administrator as Public Agency Compliance Officer for the Borough of Franklin for year 2025.

CERTIFICATION: I, Colleen L. Little, 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 7, 2025, at 6:00PM.

Colleen L Little, Municipal Clerk

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