

**CONSENT AGENDA
FOR THE MEETING OF THE MAYOR AND COUNCIL
OF THE BOROUGH OF FRANKLIN
AT 46 MAIN STREET, FRANKLIN, NJ HELD ON
APRIL 22, 2025**

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

CORRESPONDENCE (ACCEPTANCE FOR FILING ONLY OF THE FOLLOWING):

1. Borough of Hamburg resolution to support publishing legal notices on official Government Websites.
2. Township of Sparta ordinance amending the TCC Zone and C-1 Zone regulations to permit the operation of Class 5 Cannabis Licenses as conditional uses.

REPORTS (ACCEPTANCE FOR FILING OF THE FOLLOWING):

1. Road Department Report – April 7 – April 11
2. Water/Sewer Report – March 31 – April 4
3. Water/Sewer Report – April 7 – April 11

APPLICATIONS (APPROVAL OF THE FOLLOWING):

1. None filed.

RESOLUTIONS (APPROVAL OF THE FOLLOWING):

1. Payment of bills for the meeting of April 22, 2025.

APR 08 2025

Borough of Franklin
Municipal Clerk's OfficeTHE BOROUGH OF HAMBURG
MAYOR AND COUNCIL

RESOLUTION 2025-46

CONSENT**RESOLUTION TO SUPPORT PUBLISHING LEGAL
NOTICES ON OFFICIAL GOVERNMENT WEBSITES**

WHEREAS, the sunset provision of March 1, 2025, imposed under P.L. 2024 c.106, has occurred in what was a temporary solution that allowed local governments to comply with the public notice requirements under the law in time for annual reorganization meetings in January; and

WHEREAS, local government officials serve as the stewards of property taxpayer dollars and should no longer be required to subsidize the newspaper industry with revenues collected from publishing legal notices in the press; and

WHEREAS, long before NJ Advanced Media's announcement that it was terminating daily print publications in January of 2025, local government officials found it increasingly difficult to comply with the public notice requirements under the law as the media has become almost exclusively digitized and struggled to retain staff, resources, and publications; and

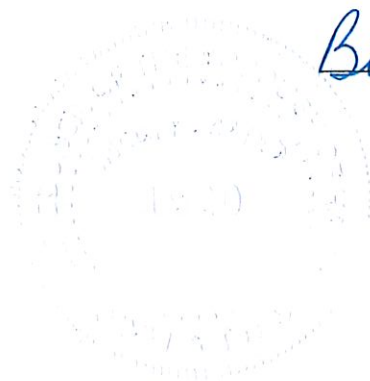
WHEREAS, legislation that will authorize local governments to publish legal notices on a local government's official website will streamline an antiquated and overly burdensome process and save valuable time, resources, and property taxpayer dollars;

NOW, THEREFORE BE IT RESOLVED, that the Borough of Hamburg does in fact, hereby urge State leaders to pass legislation that will authorize municipalities, counties, school districts, and all local governments to publish legal notices in a clear, transparent, and timely manner on a local government's official website; and

BE IT FURTHER RESOLVED, a copy of this Resolution shall be sent to Governor Phil Murphy, Senate President Nicholas Scutari, Speaker of the General Assembly Craig Coughlin, Senator Parker Space, Assembly members Dawn Fantasia and Michael Inganamort, and the New Jersey State League of Municipalities.

CERTIFICATION

I, Beth Martin, Acting Municipal Clerk for the Borough of Hamburg, hereby certify that the above Resolution was approved by the Mayor and Council of the Borough of Hamburg at their regularly scheduled Meeting of April 7, 2025.

Beth Martin
Acting Municipal Clerk

CONSENT

Township of Sparta

Municipal Clerk/Registrar



65 Main Street
Sparta, New Jersey 07871
Ph. 973.729-4493
Fax 973.726-3664

RECEIVED

APR 14 2025

Borough of Franklin
Municipal Clerk's Office

April 9, 2025

NOTICE

Please take notice that the attached **Ordinance 25-07** was introduced by the Sparta Township Council at their meeting held on Tuesday, March 11, 2025.

Please take further notice that the Public Hearing of this Ordinance will be held on **April 22, 2025 at 7:00 p.m.** at the Sparta Township Council Chambers, 65 Main Street, Sparta, at which time you will be given an opportunity to be heard on this Ordinance.

Please take further notice that the nature of the matters to be considered at the hearing of **Ordinance 25-07** is an amendment to the TCC Zone and C-1 Zone regulations to permit the operation of Class 5 Cannabis Licenses as conditional uses, subject to all applicable laws and required approvals, within the TCC and C-1 Zones in the Township of Sparta.

Pursuant to N.J.S.A. 40:55D-62.1, this notice is being provided to all owners of all real property as shown on the current tax duplicates, located in the TCC and C-1 Zoning Districts and within 200 feet in all directions of the boundaries of the TCC and C-1 Zoning Districts, by both regular mail and certified mail in accordance with N.J.S.A. 40:55D-62.1.

If you have any questions regarding this matter, please contact our office at 973-729-4493 or email me at roxanne.landy@spartanj.org.


Roxanne Landy, RMC/CMR
Sparta Township Clerk

ORDINANCE OF THE TOWNSHIP OF SPARTA, IN THE COUNTY OF SUSSEX, NEW JERSEY, PERMITTING CLASS 5 CANNABIS BUSINESSES WITHIN THE TOWNSHIP, ADDING DEFINITIONS TO SECTION 18-2 OF THE TOWNSHIP CODE, DELETING SUBSECTION 3 OF CODE SECTION 18-4.5.H, PROHIBITED USES, AND ADOPTING NEW SECTIONS 18-4.7(c)(23), 18-4.24(f)(3) AND 18-4.20(d)(2) IN PERMITTING THE OPERATION OF CLASS 5 CANNABIS LICENSES AS CONDITIONAL USES WITHIN THE TCC AND C-1 ZONES IN THE TOWNSHIP

PURPOSE: The purpose of this Ordinance is to authorize licensed Class 5 Cannabis Businesses to conduct operations in prescribed areas in Sparta Township with such usage being allowed only under conditions that the Governing Body of Sparta Township has deemed will ensure compliance with all applicable laws and have the least impact on the day to day activities of the residents.

WHEREAS, in 2020, New Jersey voters approved Public Question No. 1, which amended the New Jersey Constitution to allow for the legalization of a controlled form of marijuana called "cannabis" for adults at least 21 years of age; and

WHEREAS, on February 22, 2021, Governor Murphy signed into law P.L. 2021, c. 16, known as the "New Jersey Cannabis Regulatory, Enforcement Assistance, and Marketplace Modernization Act" (the "Act"), which legalizes the recreational use of marijuana by adults 21 years of age or older, and establishes a comprehensive regulatory and licensing scheme for commercial recreational (adult use) cannabis operations, use and possession; and

WHEREAS, the Act establishes six marketplace classes of licensed businesses, including:

- Class 1 Cannabis Cultivator license, for facilities involved in growing and cultivating cannabis;
- Class 2 Cannabis Manufacturer license, for facilities involved in the manufacturing, preparation, and packaging of cannabis items;
- Class 3 Cannabis Wholesaler license, for facilities involved in obtaining and selling cannabis items for later resale by other licensees;
- Class 4 Cannabis Distributor license, for businesses involved in transporting cannabis plants in bulk from one licensed cultivator to another licensed cultivator, or cannabis items in bulk from any type of licensed cannabis business to another;
- Class 5 Cannabis Retailer license for locations at which cannabis items and related supplies are sold to consumers; and
- Class 6 Cannabis Delivery license, for businesses providing courier services for consumer purchases that are fulfilled by a licensed cannabis retailer in order to make deliveries of the purchased items to a consumer, and which service would include the ability of a consumer to make a purchase directly through the cannabis delivery service which would be presented by the delivery service for fulfillment by a retailer and then delivered to a consumer; and

WHEREAS, section 31a of the Act authorizes municipalities by ordinance to adopt regulations governing the number of cannabis establishments (defined in section 3 of the Act as "a cannabis cultivator, a cannabis manufacturer, a cannabis wholesaler, or a cannabis retailer"), cannabis distributors or cannabis delivery services allowed to operate within their boundaries, as well as the location, manner, and times of operation of such establishments, distributors or delivery services, and establishing civil penalties for the violation of any such regulations; and

WHEREAS, section 31b of the Act authorizes municipalities by ordinance to prohibit the operation of any one or more classes of cannabis establishments, distributors, or delivery services anywhere in the municipality; and

WHEREAS, Sparta Township adopted Ordinance 21-10 on June 22, 2021, prohibiting cannabis businesses within the Township; and

WHEREAS, the Sparta Township Council has determined that it is at this time necessary and appropriate, and in the best interest of the health, safety and welfare of the Township of Sparta's residents and members of the public who visit, travel, or conduct business in the Township of Sparta, to amend the Township's zoning regulations to permit only Class 5 cannabis businesses within the geographic boundaries of the Township of Sparta as a conditional use pursuant to Section 18-4.7, and subject to the requirements of New Jersey State statutes or Administrative Code regulations, as may be adopted and amended, including those of the Cannabis Regulatory Commission, and only if such cannabis establishment has first obtained a municipal cannabis license, pursuant to Chapter 8 of the Township Code.

NOW THEREFORE, BE IT ORDAINED, by the Sparta Township Council, in the County of Sussex, State of New Jersey, that the Township Code Book be amended as follows:

SECTION ONE. The General Ordinance of the Township of Sparta is amended by adopting new definitions to Code Section 18-2, "Definitions", as follows:

CANNABIS

All parts of the cannabis plant, whether growing or not, the seeds thereof, and every compound, manufacture, salt, derivative, mixture, or preparation of the plant or its seeds, except those containing resin extracted from the plant, which are cultivated and, when applicable, manufactured in accordance with P.L. 2016, c. 16, for use in cannabis products as set forth in the Act.

CANNABIS RETAILER

Any licensed business or entity that is involved in the sale of cannabis items and related supplies that are sold to consumers, provided that such business shall not cultivate, manufacture, process or wholesale cannabis or cannabis products from such business. This person or entity shall hold a Class 5 cannabis retailer license.

GIFTING

Any individual, cannabis business or license holder providing free samples of marijuana or cannabis items, either independent of or in connection with the sale of other goods and/or services, from any commercial structure or movable vehicle or trailer.

PUBLIC PLACE or QUASI-PUBLIC PLACE

Any place to which the public has access that is not privately owned; or any place to which the public has access where alcohol consumption is not allowed, including but not limited to: a public street, road, thoroughfare, school, sidewalk, bridge, alley, plaza, park, playground, swimming pool, shopping area, public transportation facility, vehicle used for public transportation, parking lot, public library or any other public building, structure or area.

SECTION TWO. The General Ordinance of the Township of Sparta is amended by deleting subsection 3 of Code Section 18-4.5h "Prohibited Uses in All Districts", and which prohibited "3. All classes of cannabis establishments or cannabis distributors or cannabis delivery services as said terms are defined in Section 3 of P.L. 2021, c. 16, but not the delivery of cannabis items and related supplies by a delivery service."

SECTION THREE. The General Ordinance of the Township of Sparta is amended by adopting a new subsection 23, Cannabis Businesses, of Code Section 18-4.7(c), "Conditional Uses", as follows:

23. **Cannabis Businesses.** A cannabis retailer shall be permitted as a conditional use in accordance with subsection 1, below. All cannabis businesses are subject to the requirements of New Jersey State statutes and/or Administrative Code regulations, as may be adopted and amended, including those of the Cannabis Regulatory Commission and including, but not limited to, N.J.S.A. 24:61-31 et seq. All cannabis businesses shall first obtain a Letter of Support from the Sparta Township Council, in accordance with Sparta Township Code Chapter 8 prior to making application for conditional use approval. For purposes of this section, no other class of license business besides Class 5 Retailer is considered a Cannabis Business.

(1) **Cannabis retailer.** Cannabis retailers that operate a business located within Sparta Township shall meet the following conditions and standards when permitted as a conditional use:

(A) **Retail.** Number of retail business and cannabis delivery service licenses. There shall be a maximum of two (2) total cannabis retailers within Sparta Township. At least one (1) retail license shall be provided to a New Jersey certified women-owned, veteran-owned, disadvantaged business and/or minority-owned business, provided all other eligibility requirements are met.

(B) **Location.**

(i) A cannabis retail business shall be permitted as a conditional use only within the TCC and C-1 Zones in Sparta Township, and only at those locations with direct access to State Route 15 or State Route 181.

(ii) No cannabis retailers shall be located on the same lot as any residential use or any residentially-zoned property. Cannabis Retailers shall be at least 250 feet from a school, both public and private, state-licensed child-care or day-care facility, park, playground, place of worship or recreation/youth center, which distance shall be measured by direct measurement from entrance door of Cannabis Retailer to entrance door of the school, state-licensed child-care or day-care facility, park, playground, place of worship or recreation/youth center.

(iii) A cannabis retailer shall not be located in or upon the same unit as a grocery store, delicatessen, indoor food market, or other store that engages in either the retail sale of food or in the licensed retail sale of alcoholic beverages.

(iv) All cannabis retailers shall be located at least 250 feet from the nearest dwelling unit or residential lot located on a neighboring lot, which distance shall be measured from the entrance of the dwelling unit or residential lot and the cannabis retail business.

(v) There shall also be a minimum distance of not less than 2,500 feet between licensed cannabis retail businesses; such measurement shall be obtained by measuring the nearest property line of the one business which is licensed, to the nearest property line of the second business which seeks to be licensed.

(C) **Buildings.** All cannabis retailers shall be fully indoors and enclosed in heated/air-conditioned permanent buildings, not trailers, outdoors, moveable kiosks, carts, sheds, tents, etc.

(D) **Signage.** Signs shall be limited to one location identification/name of business sign, in compliance with the Township Code. Signage shall not promote consumption of any cannabis products. A "No Loitering" sign shall be posted on the outside of the building.

(E) Site plan approval. All cannabis businesses are subject to Site Plan approval. Application must be heard in front of the full Planning Board and shall not utilize the Minor Site Plan Waiver subcommittee of the Planning Board. When seeking site plan approval, the applicant shall submit a safety and security plan and emergency services access plan. The Township Police Department shall review and approve of all security plans.

(F) Accessibility. Any cannabis retailer service shall only have one primary public access point, which shall be directly adjacent to the right-of-way or parking area of the building. Access should not be through common entrances with other uses.

(G) Hours of operation. Hours of operation shall be limited to not earlier than 9:00 a.m. to not later than 9:00 p.m.

(H) Interior security. The applicant shall provide a secure location for storage of products with minimum products in any customer service area.

(I) Exterior loitering and security. People shall not be permitted to congregate, loiter, or wait in line to access the cannabis retailer. The facility shall have a plan in place if interior capacity is exceeded, i.e., numbers are given and customers wait in their vehicles until called.

(J) Curbside and drive-through sales prohibited. There shall be no curbside retail sales or drive-through sales of cannabis permitted in Sparta Township.

(K) Product consumption. No cannabis or cannabis related products shall be permitted to be consumed on site. "No Smoking" signs shall be posted inside and outside the building. Smoking, consumption or ingestion of cannabis shall not be permitted at any public or quasi-public place.

(L) Compliance: All cannabis retail businesses shall be in compliance with all applicable New Jersey State requirements, licenses and permits. The Township's existing sound regulations will be strictly enforced.

(M) Gifting prohibited. Under no circumstance shall any commercial business, individual, cannabis business or cannabis license holder, under any class of license, engage in gifting cannabis or marijuana as defined herein. Any commercial business, individual, cannabis business or cannabis license holder found in violation of this provision shall be subject to punishment including fines and/or imprisonment as set forth within the Township Code, including but not limited to Section 1-5.1, Maximum Penalties, and depending upon other carefully defined circumstances, possible criminal prosecution.

(3) Specific Requirements for Licensed Cannabis Uses

1. Prior to the operation of any cannabis business, a permit or license must be obtained from the State of New Jersey and from the Township. No cannabis business shall be permitted to operate unless it possesses all permits and licenses required by state and local law.
2. Cannabis businesses shall, at all times, comply with the terms and conditions of the permits or licenses issued by the State of New Jersey and the Township.
3. No cannabis establishment or alternative treatment center shall be housed in a vehicle or any movable or mobile structure.
4. In no case shall cannabis plants, products, or paraphernalia be visible from a public or private road, sidewalk, residence, or part of any common public viewing area.
5. Odor control devices and techniques shall be incorporated in all cannabis businesses to ensure that odors from cannabis are not detectable on-site. Cannabis

businesses shall provide a sufficient odor absorbing ventilation and exhaust system so that odor generated inside the cannabis business that is distinctive to its operation is not detected outside of the facility, anywhere on adjacent property or public rights-of-way, on or about the exterior or interior common area walkways, hallways, breezeways, foyers, lobby areas, or any other areas available for use by common tenants or the visiting public, or within any other unit located inside the same building as the cannabis business. The ventilation system must be installed to meet ASHRAE62 Indoor Air Quality Standards and approved by the Health Department and Building Department and may be subject to periodic inspection by both departments.

6. Outside generators and other mechanical equipment used for any kind of power supply, cooling, or ventilation shall be enclosed and have appropriate baffles, mufflers, and/or other noise reduction systems to mitigate noise pollution.
7. No cannabis retailers shall be located on the same lot as any residential use or any residentially-zoned property. Cannabis Retailers shall be at least 250 feet from a school, both public and private, state-licensed child-care or day-care facility, park, playground, place of worship or recreation/youth center, which distance shall be measured by direct measurement from entrance door of Cannabis Retailer to entrance door of the school, state-licensed child-care or day-care facility, park, playground, place of worship or recreation/youth center.
8. A cannabis retailer shall not be located in or upon the same unit as a grocery store, delicatessen, indoor food market, or other store that engages in either the retail sale of food or in the licensed retail sale of alcoholic beverages.
9. All cannabis businesses shall meet the security requirements set forth in subsection 8-1.T of the Township Code, as well as any additional security-related requirements imposed by state or local authorities.
10. Persons under the age of twenty-one (21) years shall not be allowed on the premises of a cannabis business and shall not be allowed to serve as a driver for a cannabis delivery service. A notice that no person under the age of twenty-one (21) years of age is permitted to enter the premises shall be prominently displayed at all entrances to a cannabis business.
11. The provisions of this paragraph shall not apply to a cannabis delivery service based outside of the Township which makes deliveries of cannabis or related supplies to consumers located within the Township.
12. Except as expressly permitted by this paragraph and Section 8-1 of the Township Code, any cannabis business activities, such as cultivation, manufacturing, processing, testing, dispensing, distribution and/or sale of cannabis or cannabis products, are expressly prohibited as land uses or otherwise in the Township.

SECTION FOUR. The General Ordinance of the Township of Sparta is amended by adopting a new subsection f.3 of the TCC Zone, Subsection 18-4.24(f), as follows:

- (3) Cannabis retail businesses pursuant to Subsection 18-4.7c23

SECTION FIVE. The General Ordinance of the Township of Sparta is amended by adopting a new subsection d.2 of the C-1 Zone, Subsection 18-4.20(d), as follows:

- (2) Cannabis retail business pursuant to Subsection 18-4.7c23.

SECTION SIX. Any article, section, paragraph, subsection, clause, or other provision of the Revised General Ordinance of the Township of Sparta inconsistent with the provisions of this Ordinance is hereby repealed to the extent of such inconsistency.

SECTION SEVEN. If any section, paragraph, subsection, clause, or provision of this Ordinance shall be adjudged by a court of competent jurisdiction to be invalid, such adjudication shall apply only to the section, paragraph, subsection, clause, or provision so adjudged, and the remainder of this ordinance shall be deemed valid and effective.

SECTION EIGHT. This Ordinance shall take effect upon its passage and publication and filing with the Sussex County Planning Board and as otherwise required by law.

NOTICE

PLEASE TAKE NOTICE that the above ordinance was introduced and passed upon first reading at a regular meeting of the Sparta Township Council held at the Municipal Building, 65 Main Street, Sparta, New Jersey on **March 11, 2025** and will be considered for final passage and adoption at the regularly scheduled meeting of the Township Council of the Township of Sparta to be held at the Municipal Building, 65 Main Street, Sparta, New Jersey, on **April 22, 2025** at 7:00 p.m., at which time and place all persons interested therein or affected thereby will be given an opportunity to be heard concerning the same.

BY ORDER OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF SPARTA.

**ROXANNE LANDY, RMC
MUNICIPAL CLERK**

NOTICE

NOTICE is hereby given that the above entitled ordinance was introduced and passed at a meeting of the Township Council of the Township of Sparta, held at the Municipal Building, 65 Main Street, Sparta, NJ on **March 11, 2025**. The same came up for final passage and adoption at a virtual meeting of the Township Council of the Township of Sparta, held on **April 22, 2025** at 7:00 p.m., at the Municipal Building, 65 Main Street, Sparta, NJ and after all persons present were given an opportunity to be heard concerning the same, it was finally passed and adopted and will be in full force in the Township according to law.

**ROXANNE LANDY, RMC
MUNICIPAL CLERK**

CONSENT

Borough of Franklin

Road Department Weekly Operations

Week of April 7th – April 11th 2025

RECEIVED

APR 11 2025

Borough of Franklin
Municipal Clerk's Office

Fleet Maintenance:

- Cleaned interior of work trucks
- Worked on swapping the motors from one mower to the other
- Greased all equipment and fixed any blocked grease fittings
- Checked backhoe no start complaint, found the battery cutoff switch on
- Installed post hole digger to tractor and tested for proper operation, for holes needed at the memorial on Main St.
- Completed service on the 3102 police patrol car
- Went over all salting equipment to make sure it was properly put away for the summer
- Talked with the Fire Chief about work needed to the Chiefs truck
- Mower oil filters from Bassani and changed oil in all the scag mowers
- Got new scag mower battery from AutoZone
- Checked and sharpened chain saw blades

Road Work:

- Checked catch basins and drainage ditches and cleaned as needed
- Picked up leaves and branches around town
- Road mowed around town and the Well Rd
- Cleaned up broken asphalt around town
- Cleaned up falling trees around town
- Worked with the water department digging up the water main on High Point Circle
- Cleaned up QP on Stanaback Rd
- Patched potholes around town with cold patch asphalt
- Checked hole on High point Circle to make sure it was properly cleaned up
- Cleaned up truck tracks on the sides of the roads left from garbage trucks

Building and Grounds Maintenance:

- Emptied garbage's at the road dept garage and police Dept
- Cleaned road garage, Cleaned all work benches, floors, office, breakroom and bathroom
- Cut down all trees and bushes along the fence on the drainage area on Estell Dr. and by the abandon church on Main St.
- Cut and trimmed trees in the park and the pump stations to make mowing easier
- Checked and cleaned leaves at borough hall
- Cut down the bush next to the back entrance of the police dept
- Took delivery of a new donation bench
- Worked with Morris elevator on the borough hall elevator phone system
- Checked all borough flag poles and changed flags as needed
- Went over the layout of the boy scouts project at the memorial on Main St.

Office Work:

- Worked with bright speed to diag phone line issues with the borough hall elevator
- Signed P.O.s and requisitions
- Made an appointment with Morris elevator to get the emergency call feature fixed on the borough hall elevator
- Completed timesheets
- Brought storm water book to Christine to be updated
- Ordered parts for the road garage heating system
- Had arbitration meeting at borough hall
- Talked with protective measures about work needed to the borough hall fire suppression systems
- Went over Home Depot bills
- Requested P.O. increases through Christine
- Called for new heating and cooling upgrades at the road garage
- Spoke with Neil about capital purchases
- Emailed Collen regarding DPW auction equipment

****This is not a full list of work completed but just a general outline of the work week****

CONSENT

BOROUGH OF FRANKLIN

DEPARTMENT OF PUBLIC WORKS

WATER/SEWER DIVISION OPERATIONS REPORT

RECEIVED

APR 14 2025

Borough of Franklin
Municipal Clerk's Office



March 31, 2025 – April 4, 2025 Report 14



Water & Sewer Operations

- ✚ **WELL MONITORING-** Daily checks of all water and sewer installations including daily well report and chlorine residual samples, switch well pumps for daily operation were performed. A thorough check of all station functions were performed and pump totals were recorded. Water and sewer routine inspections for the day were completed and afternoon well checks were completed as well. Pumps were also checked and controls are adjusted daily for the overnight period and proper tank levels.
- ✚ **WATER AND SEWER ROUTINE OPERATIONS-** DPW crew members diagnosed malfunction of well "A" level chart recorder and report findings. Began the Annual Spring Hydrant Flushing.
- ✚ **WATER METER-** Water meter repairs were performed at 59 Woodland Ave, 114 Constitution Way, and 63 Corkhill Road.
- ✚ **MARK OUTS-** Mark outs were performed at; 285 Rutherford Ave, 14 Hemlock Drive, and 25 Fox Hill Drive.
- ✚ **OTHER:** Crew members met with the representative from Neal Systems regarding the pump control updates at Indian Ridge Well Station and South Street Booster Pump Station.

Water and Sewer Office Operations

- ✚ Processed new invoices and statements received in the mail and created payment vouchers. Sorted those which were duplicates. Scanned new invoices.
- ✚ Compiled weekly work logs for the Water and Sewer Division.
- ✚ Answered phone calls and returned messages.
- ✚ Made increases to blanket Purchase Orders.
- ✚ Went over open POs with Corry with Fire Department lines on them.
- ✚ Entered a req for Stand out Sports and placed the order with the approved PO.
- ✚ Updated employee time off tracking spreadsheet with new contract. Also updated the Employee Clothing Allowance spreadsheet with the new contract.
- ✚ Composed email regarding Aqua Clear Aquatics Management.
- ✚ Requested login for Phil for the IworQ program.
- ✚ Spoke to a Ginter resident on the water hydrant flushing.
- ✚ Address and added postage to the water report envelope for mailing.
- ✚ Email to Air Maintenance Systems on the discrepancy between the invoice and the amount quoted for work performed.
- ✚ Entered requisitions for Van Cleef for Road Paving and S/R improvements.

- ✚ Scanned well house documents and emailed them to the Water Operator.
- ✚ Emailed with Roads Division on the TSS Street Sweeping work and quote. Email to Clerk to request a resolution to be created and added to the next council meeting.
- ✚ Printed the tax map and property profile from the MODIV for DPW Director on a Park Drive account to see how their permit would affect their current EDUs.
- ✚ Submitted NJDEP Water Utilization Report.

CONSENT

RECEIVED

BOROUGH OF FRANKLIN

APR 14 2025

DEPARTMENT OF PUBLIC WORKS

Borough of Franklin
Municipal Clerk's Office

WATER/SEWER DIVISION OPERATIONS REPORT



April 7, 2025 – April 11, 2025 Report 15



Water & Sewer Operations

- ✚ **WELL MONITORING-** Daily checks of all water and sewer installations including daily well report and chlorine residual samples, switch well pumps for daily operation were performed. A thorough check of all station functions were performed and pump totals were recorded. Water and sewer routine inspections for the day were completed and afternoon well checks were completed as well. Pumps were also checked and controls are adjusted daily for the overnight period and proper tank levels.
- ✚ **WATER AND SEWER ROUTINE OPERATIONS-** DPW crew members obtained routine water samples from the Road Division Garage, Water Division Garage, and the Woodland Road sample station for Coliform Analysis. The team obtained static levels for well "B" and repaired the feed tube for the chlorination pump on chlorine vat "A".
- ✚ **WATER METER-** A meter repair was performed at 417 Rutherford Ave, 48 Mabie Street, 57 Butler Street and 8 Liberty Lane.
- ✚ **MARK OUTS-** Mark outs were performed at 40 Woodland Road.
- ✚ **OTHER:** A Water Division employee attended a seminar with NJ Water for production wells. The team removed the down trees from the fence on the rear of the building at the Water Division building and cut up and brought them to the DPW Yard. DPW performed the excavation for repair of leaking fire hydrant pipe at 37 High Point Circle. The team continued the annual flushing of the fire hydrants for the month of April. Water Division Employees assisted the Road Division in snow plowing.

Water and Sewer Office Operations

- ✚ Processed new invoices and statements received in the mail and created payment vouchers. Sorted those which were duplicates. Scanned new invoices.
- ✚ Compiled weekly work logs for the Water and Sewer Division.
- ✚ Answered phone calls and returned messages.
- ✚ Moved invoices from VanCleeef over to the blanket PO from the requisitions entered for ease for when the new full budget is in place.
- ✚ Email to Treasurer on AmeriGas billing credit not applied by the company. Went over the billing issue with Sharon so she could call and follow up.
- ✚ Email to follow up on the billing discrepancies through Air Systems Maintenance from the quote to the invoice total.
- ✚ Entered requisition for CDL reimbursement for Roads Division.

- ✚ Worked with Colleen on establishing an Iworq log on for new employee..
- ✚ Emailed the team regarding the full registration for the rain barrel workshop.
- ✚ Requested Diana to add the Water Line Survey back onto the Borough website as people were inquiring as they received their letter with the water bills.
- ✚ Wrote back to email from a resident looking for the link to the water survey.
- ✚ Spoke with Corry on the missing Home Depot invoices.
- ✚ Increase made to Bassani PO.
- ✚ Spoke with Judy from Dykstra regarding map sizes for a sewer application.
- ✚ Spoke with Air Maintenance on a billing verses quote discrepancy.
- ✚ Followed up with Colleen on the resolution needed for the Street Sweeping work.
- ✚ Notified the Mayor, Water Engineer, and team here at Borough Hall that the Rain Barrel Workshop Registration was at max capacity.
- ✚ Entered a requisition for Amazon for heat part for Streets and Roads. Placed Amazon order from Approved PO.
- ✚ Called the T-shirt uniform vendor to let him know his check was ready for pickup.
- ✚ Updated the water and sewer employee time off spreadsheet for tracking time off. Filed the physical timesheets in the physical folders.
- ✚ Checked in with the CFO on the custodian clothing allowance email sent.
- ✚ Email to Jesse on the SPPP compliance binder from S/R for updates.
- ✚ Completed and mailed Monthly and Quarterly Operations Reports to NJDEP.
- ✚ Contacted Semeraro to schedule leak detection survey after April Hydrant Flushing.

List of Bills - CLEARING ACCOUNT - Franklin

Check#	Vendor	Description	Payment	Check Total
57854	2702 - AIR SYSTEMS MAINTENANCE, INC.	PO 39083 HEATING REPAIRS AT BOROUGH HALL	1,580.00	1,580.00
57855	64 - AIRGAS USA, LLC	PO 38869 2025 BLANKET S/R WELDING	43.45	
		PO 39001 2025 POLICE 040 MEDICAL - BLANKET	53.35	96.80
57856	1004 - AMERIGAS - CHESTER	PO 38871 2025 BLANKET B/G-PROPANE-DPW GARAGE/POLI	3,063.65	3,063.65
57857	1238 - ATLANTIC TACTICAL INC.	PO 39150 2025 police	166.88	166.88
57858	1839 - ATLANTIC TOMORROWS OFFICE	PO 39235 2025Contract #73503-01 - Readings & Serv	2,714.80	2,714.80
57859	2062 - AUTO ZONE, INC.	PO 38874 2025 BLANKET-S/R-POLICE-OE-TRUCK MAINT.	271.70	271.70
57860	1720 - BLUE DIAMOND DISPOSAL, INC.	PO 39089 2025 SOLID WASTE DISPOSAL CONTRACT	1,499.52	1,499.52
57861	1909 - BOGART, JESSE	PO 39246 REIMBURSEMENT FOR CDL EXPENSES	55.00	55.00
57862	1370 - BRADY & CORREALE, LLP	PO 39253 Planning Board - Invoice For TCC meeting	600.00	600.00
57863	2586 - BRICK & BREW	PO 39250 Recreation: 2025 Senior Spring Fling - B	1,400.00	1,400.00
57864	2501 - BRUSH, SUZANN	PO 39189 Establish Change Fund for Recreation	100.00	100.00
57865	2499 - BUSINESS INFORMATION SYSTEMS INC	PO 39255 SOUND SYS-HARDWARE/SOFTWARE SUPPORT - M/	1,725.00	1,725.00
57866	1681 - CAPITOL SUPPLY CONSTRUCTION	PO 39147 Parts for water valve repairs	480.25	480.25
57867	1122 - CIVIL SOLUTIONS-A DIVISION OF ARH A	PO 38851 2025 BLANKET TAX MAP MAINTENANCE AND MAP	445.25	445.25
57868	22 - ELIZABETHTOWN GAS	PO 39114 2025 - HISTORICAL SOCIETY - ACCT #969537	37.29	
		PO 39119 BORO HALL - ACCT #7521790711 - METER #26	559.61	
		PO 39143 2025 - FFD - GAS - GENERATOR - ACCT #355	267.19	864.09
57869	1782 - FASTENAL COMPANY	PO 38882 2025 BLANKET-W/S-S/R-B/G-HARDWARE/TOOLS	79.61	79.61
57870	2559 - FIRSTNET	PO 39131 PHONE BILL - ACCT. #287321506183 - 2025	602.38	602.38
57871	2145 - FLORA, DANIEL	PO 39238 2025 police	403.55	403.55
57872	115 - FRANKLIN FIRE DEPARTMENT	PO 38966 2025 - FFD OPTIMUM INTERNET CHARGES REIM	17.00	
		PO 39254 FFD - REIMBURSEMENT BOILER WORK	781.68	798.68
57873	24 - GANNETT NEW YORK-NEW JERSEY LOCALIQ	PO 39247 CLERK ADVERTISING	161.42	161.42
57874	226 - GARDEN STATE LABORATORIES, INC	PO 38887 2025 BLANKET	100.00	100.00
57875	216 - GENERAL CODE	PO 39236 CUSTOMER #FR1843 - INVOICE PG000040819	3,050.00	3,050.00
57876	91 - GRAINGER	PO 38976 2025 BLANKET-W/S-S/R	14.22	14.22
57877	413 - HARDYSTON, TOWNSHIP OF	PO 39251 DIESEL/GAS CHARGES - MARCH 2025	157.60	
		PO 39251 DIESEL/GAS CHARGES - MARCH 2025	4,161.83	4,319.43
57878	2623 - HILBERG CONTRACTING LLC	PO 39159 Repairs to Salt Shed	3,873.00	
		PO 39204 Repair of the damaged siding on the poli	743.00	4,616.00
57879	278 - HOME DEPOT CREDIT SERVICES	PO 38893 2025 BLANKET	237.31	
		PO 39201 MATERIALS FOR RAIN BARRELL OUTREACH WORK	166.15	403.46
57880	75 - HORIZON BLUE CROSS BLUE SHIELD	PO 38948 2025 - DENTAL INSURANCE - ACCT#158612596	2,682.48	
		PO 38948 2025 - DENTAL INSURANCE - ACCT#158612596	394.17	3,076.65
57881	2315 - J.CALDWELL & ASSOCIATES, LLC	PO 39008 REDEVELOPMENT - 263 ROUTE 23	760.00	
		PO 39121 PLANNING BOARD - AFFORDABLE HOUSING	1,166.25	
		PO 39263 Downtown/Historic Planning	232.50	2,158.75
57882	2604 - JAKE ROTUNDA	PO 39242 2025 police	542.95	542.95
57883	535 - JCP&L	PO 39071 2025 - ELECTRIC - FRANKLIN AVE & RT 23.	41.21	
		PO 39072 2025 - ELECTRIC - ACCT. #709 - FRANKLIN	4.65	
		PO 39073 2025 - ELECTRIC - ACCT. #193 WALLKILL VA	152.49	
		PO 39074 2025 - ELECTRIC - ACCT. #628 - SALT SHED	4.65	
		PO 39075 2025 - ELECTRIC - ACCT. #912 - STORAGE -	11.23	
		PO 39076 2025 - ELECTRIC - ACCT. #087 - ROUTE 23	103.12	
		PO 39077 2025 - ELECTRIC - ACCT. #480 - HIGH POIN	512.01	
		PO 39078 2025 - ELECTRIC - ACCT. #494 - MUNSONHUR	2,994.31	3,823.67
57884	535 - JCP&L	PO 39080 2025 - ELECTRIC - ACCT. #365 - FRANKLIN	4.06	
		PO 39082 2025 - ELECTRIC - ACCT #791 CORKHILL RD.	136.76	
		PO 39142 2025 - ELECTRIC - ACCT #066 - 46 MAIN ST	50.90	191.72
57885	319 - KUIKEN BROTHERS COMPANY, INC	PO 38894 2025 BLANKET	16.80	16.80
57886	2363 - LITTLE, COLLEEN	PO 39260 NOTARY RENEWAL REIMBURSEMENT	126.51	126.51
57887	596 - MCAFEE HARDWARE	PO 38898 2025 BLANKET-W/S-ACCOUNT #664	209.07	
		PO 38899 2025 BLANKET-S/R-ACCOUNT # 662	25.47	
		PO 38900 2025 BLANKET-B/G 658	149.48	384.02
57888	2646 - MORRIS, DOWNING & SHERRED LLP	PO 38938 2025 PROSECUTOR SERVICES	1,625.00	1,625.00
57889	181 - NJ DEPT OF HEALTH & SENIOR SVCS.	PO 39122 2025 Dog License Due State	51.60	51.60
57890	1631 - ONE CALL CONCEPTS, INC.	PO 38908 2025 BLANKET-MARK OUTS	71.50	71.50
57891	2430 - OPTIMUM	PO 38930 2025 INTERNET - FRANKLIN SENIOR CENTER -	33.35	
		PO 38932 2025 INTERNET - WVFEAS - ACCOUNT 07879-16	69.50	
		PO 38933 2025 SELECT TV - POLICE DEPARTMENT ACCT	19.85	122.70
57892	2566 - PMC ASSOCIATES	PO 38808 2024 POLICE	2,506.18	2,506.18
57893	2402 - QUADIENT FINANCE USA, INC.	PO 39232 POSTAGE PURCHASE	2,000.00	2,000.00
57894	1857 - QUADIENT LEASING USA INC	PO 39249 2025 Lease - Postage Machine - IX-5AF Le	576.36	576.36
57895	2411 - QUIKTEKS LLC	PO 38940 G SUITE - 2025	2,160.00	
		PO 39258 ZOOM ANNUAL SUBSCRIPTION 4/5/25 - 4/4/26	159.83	2,319.83
57896	1650 - R.E.R. SUPPLY, LLC	PO 38910 2025 BLANKET	241.50	241.50
57897	2683 - RIVERVIEW PAVING INC	PO 38322 2024 Road Improvements - Milling and Pav	162,185.91	162,185.91
57898	124 - RONETCO SUPERMARKETS, INC	PO 39005 BREAK ROOM SUPPLIES - 2025 BLANKET	42.10	42.10
57899	1820 - RUTGERS UNIVERSITY	PO 39212 TRAINING CLASSES RAY SMITH WATER LICENSE	292.50	292.50

List of Bills - CLEARING ACCOUNT - Franklin

Check#	Vendor	Description	Payment	Check Total
57900	1817 - SCHENCK PRICE SMITH & KING LLP	PO 39085 GENERAL LEGAL SERVICES - 2025	5,500.00	5,500.00
57901	1817 - SCHENCK PRICE SMITH & KING LLP	PO 39086 2025 - TAX APPEALS	1,920.45	1,920.45
57902	1817 - SCHENCK PRICE SMITH & KING LLP	PO 39087 2025 - LITIGATION	3,252.38	3,252.38
57903	1817 - SCHENCK PRICE SMITH & KING LLP	PO 39144 IMPERATORE ESCROW	36.75	36.75
57904	2159 - SEPTICARE	PO 38971 2025 BLANKET	695.00	695.00
57905	1208 - SPECTRUM COMMUNICATIONS	PO 39126 WVFAS - RADIO EQUIPMENT	1,049.05	1,049.05
57906	2518 - STAND OUT SPORTS & APPAREL LLC	PO 39222 UNIFORM CLOTHING	295.00	295.00
57907	186 - STAPLES ADVANTAGE	PO 39214 Court: Office Supplies	144.81	144.81
57908	31 - SUSSEX COUNTY MUNICIPAL UTILITIES	PO 38994 SEWER USER FEES - FY 2025	323,714.25	323,714.25
57909	96 - SUSSEX COUNTY TREASURER	PO 38861 COUNTY LIBRARY TAX	51,428.90	51,428.90
57910	96 - SUSSEX COUNTY TREASURER	PO 38862 COUNTY PURPOSE TAX	662,889.33	662,889.33
57911	96 - SUSSEX COUNTY TREASURER	PO 38863 COUNTY OPEN SPACE TAX	2,554.89	2,554.89
57912	190 - TCTASH	PO 39240 SWTCTA Quarterly Meeting - Diana Falica	35.00	35.00
57913	473 - TIRE KING	PO 38921 2025 BLANKET-S/R-POLICE	40.00	40.00
57914	2725 - U.S. DEPARTMENT OF AGRICULTURE	PO 39262 Goose Management	259.95	259.95
57915	2505 - UGI ENERGY SERVICES LLC	PO 39133 GAS - FFD - METER #3201172 - 2025 BLANKE	201.33	
		PO 39134 GAS - BORO HALL - METER #2627008 - 2025	456.33	657.66
57916	2362 - VAN CLEEF ENGINEERING ASSOCIATES LLC	PO 39216 2025 BLANKET ENGINEER - ROADS AND DAM IN	5,434.00	5,434.00
57917	681 - VANDENBROEK, BRIAN	PO 39256 REIMBURSEMENT FOR WATER OFFICE SUPPLIES	96.96	96.96
57918	1939 - VANDER FLOEG, ROBERT	PO 39245 2025 police	600.00	600.00
57919	2281 - W.B. MASON CO. INC.	PO 38985 2025 - WATER COOLER RENTAL	4.75	4.75
TOTAL				1,272,577.07

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
01-201-20-100-020	General Administration Other Expenses	6,500.00			
01-201-20-120-020	Clerk Other Expenses	3,211.42			
01-201-20-145-020	Tax Collector Other Expenses	35.00			
01-201-20-150-020	Tax Assessment Admin OE	445.25			
01-201-20-155-020	Legal Services Other Expenses	10,672.83			
01-201-20-165-020	Engineering Services Other Expenses	5,434.00			
01-201-21-180-020	Planning Board Other Expenses	345.00			
01-201-23-220-020	Insurance Employee Group Insurance	2,682.48			
01-201-25-240-020	Police Other Expenses	1,766.73			
01-201-25-255-021	Aid To Volunteer Fire Companies OE	1,065.87			
01-201-25-260-020	Aid To Volunteer Ambulance Companies OE	1,271.04			
01-201-25-275-020	Municipal Prosecutor Other Expenses	1,625.00			
01-201-26-290-020	Streets & Roads Other Expenses	449.84			
01-201-26-310-020	Building & Grounds OE	6,342.50			
01-201-28-370-020	Recreation Other Expenses	1,400.00			
01-201-31-430-020	Utility Bulk Expenses - Electricity	212.25			
01-201-31-435-020	Utility Bulk Expenses Street Lights	144.33			
01-201-31-440-020	Utility Bulk Expense Telephone	602.38			
01-201-31-447-020	Utility Bulk Expense - Gasoline/Fuel Oil	8,480.04			
01-201-31-450-020	Utility Bulk Expense - Telecommunications	53.20			
01-201-31-462-020	Network Maintenance	2,160.00			
01-201-32-465-020	Solid Waste Disposal Costs OE	1,499.52			
01-201-41-750-020	Stormwater Management Grant	166.15			
01-201-43-490-020	Municipal Court Other Expenses	834.81			
01-203-25-240-020	(2024) Police Other Expenses		2,506.18		
01-209-55-000-000	County Taxes Payable			716,873.12	
01-260-05-100	Due To/from Clearing			0.00	776,778.94
TOTALS FOR	Current Fund	57,399.64	2,506.18	716,873.12	776,778.94
03-101-01-004-603	Change Fund - Recreation			100.00	
03-260-05-100	Due To/From Clearing			0.00	2,714.60
03-282-56-851-000	Reserve For Escrow Deposits			600.00	
03-296-56-852-002	Due State Dog License Fees			51.60	
03-299-56-851-000	Reserve for Affordable Housing			1,166.25	
03-306-56-851-000	Reserve For Redevelopment			796.75	
TOTALS FOR	Trust Fund	0.00	0.00	2,714.60	2,714.60

Summary By Account

ACCOUNT	DESCRIPTION	CURRENT YR	APPROP. YEAR	NON-BUDGETARY	CREDIT
04-215-55-984-000	IA 9-2017 Various Imp.			1,580.00	
04-215-55-995-000	Bond Ordinance 07-2024			162,185.91	
04-260-05-100	Due To/From Clearing			0.00	163,765.91
TOTALS FOR	General Capital Fund	0.00	0.00	163,765.91	163,765.91
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09-201-55-502-020	Water Sewer Operat. OE Water	4,020.22			
09-201-55-503-020	Water Sewer Operat. OE Sewer	324,817.15			
09-201-55-512-000	Water Sewer Capital Outlay	480.25			
09-260-05-100	Due To/From Clearing			0.00	329,317.62
TOTALS FOR	Water Sewer Operating Fund	329,317.62	0.00	0.00	329,317.62
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Total to be paid from Fund 01 Current Fund	776,778.94
Total to be paid from Fund 03 Trust Fund	2,714.60
Total to be paid from Fund 04 General Capital Fund	163,765.91
Total to be paid from Fund 09 Water Sewer Operating Fund	329,317.62

	1,272,577.07

Checks Previously Disbursed

314	TAX LIEN FUND LP	TSC#24-00013 / NICALEX CONSTRUCTIO	45,200.00	4/15/2025
315	FUNDPALITY II, LLC	TSC#22-00016 / NICALEX CONSTRUCTIO	100,300.00	4/15/2025
316	TAX LIEN FUND LP	TSC#24-00012 / MAHMUDI ASSOC LLC /	48,000.00	3/28/2025
495	TAX LIEN FUND LP	TSC#24-00013 / NICALEX CONSTRUCTIO	30,537.94	3/20/2025
496	FUNDPALITY II, LLC	TSC#22-00016 / NICALEX CONSTRUCTIO	63,780.78	3/20/2025
498	TAX LIEN FUND LP	TSC#24-00012 / MAHMUDI ASSOC LLC /	32,676.02	3/28/2025
7393	STATE OF NEW JERSEY-PWT	PO# 39234 1ST QTR 2025 PWT TAX ON WATER - JA	204.64	4/16/2025
25055	STATE OF NJ HEALTH BENEFITS PROGRAM	PO# 38952 2025 HEALTH & RX INSURANCE	74,981.99	3/13/2025
25056	STATE OF NJ HEALTH BENEFITS PROGRAM	PO# 38952 2025 HEALTH & RX INSURANCE	17,781.03	3/13/2025
25065	PUBLIC EMPLOYEES' RETIREMENT SYSTEM	PO# 39265 PERS - EMPLOYER PORTION #02-21990-	200,366.00	3/28/2025
25066	POLICE & FIREMEN'S RETIREMENT SYST	PO# 39266 PERS - EMPLOYER PORTION - 03-65400	555,445.00	3/28/2025
25073	FRANKLIN BOROUGH PAYROLL ACCOUNT	PR 4/15	21,970.76	4/10/2025
25074	FRANKLIN BOROUGH PAYROLL ACCOUNT	PR 4/15	145,821.05	4/10/2025
25077	STATE OF NJ HEALTH BENEFITS PROGRAM	PO# 38952 2025 HEALTH & RX INSURANCE	80,173.79	4/14/2025
25078	STATE OF NJ HEALTH BENEFITS PROGRAM	PO# 38952 2025 HEALTH & RX INSURANCE	13,564.36	4/14/2025

				1,430,803.36

Totals by fund	Previous Checks/Voids	Current Payments	Total
Fund 01 Current Fund	1,056,787.83	776,778.94	1,833,566.77
Fund 03 Trust Fund	320,494.74	2,714.60	323,209.34
Fund 04 General Capital Fund		163,765.91	163,765.91
Fund 09 Water Sewer Operating Fund	53,520.79	329,317.62	382,838.41

BILLS LIST TOTALS	1,430,803.36	1,272,577.07	2,703,380.43
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