

SPECIAL MEETING AGENDA
FOR THE MAYOR AND COUNCIL SPECIAL MEETING
BOROUGH OF FRANKLIN,
HELD VIRTUALLY VIA ZOOM ONLY
AT 7:00 P.M. ON AUGUST 4, 2021

- A. **Mayor Sowden** will call the meeting to order; Clerk will call the roll.
- B. **Mayor Sowden** will invite all present to salute the flag.
- C. **Mayor Sowden** will state that "This Special Meeting was called pursuant to the provisions of the Open Public Meetings Law. Notices of this meeting were sent to the New Jersey Herald and the Sunday New Jersey Herald on July 29, 2021. In addition, copies of notices were posted on the bulletin board in the Municipal Building and filed in the office of the Municipal Clerk on aforementioned date. Notices on the bulletin board and the Borough website have remained continuously posted."
- D. **OPEN PUBLIC SESSION:** **Mayor Sowden** will request a motion to open the meeting to the public, for any questions or comments concerning the good and welfare of the Borough. **All comments should be directed to the Mayor and kept to a 3-minute maximum per person.**

After giving all persons present an opportunity to address the Governing Body, **Mayor Sowden** will request a motion to close the meeting to the public and return to the regular order of business.

E. **NEW BUSINESS:**

1. **Resolution #2021-73**
A motion is in order to adopt resolution 2021-73 to retain the services of Phoenix Consulting Group to provide professional services for an amount not to exceed \$20,000.00
2. **Resolution #2021-74**
A motion is in order to adopt resolution 2021-74 modifying the Borough of Franklin employee handbook.
3. **Resolution #2021-75**
A motion is in order to adopt resolution 2021-75 authorizing the hiring of Joseph C. Setticase as part time Zoning Officer at the rate of \$35.00 per hour, not to exceed an average of 10 hours per week, effective July 26, 2021.
4. **Resolution #2021-76**
A motion is in order to adopt resolution 2021-76 authorizing the appointment of Michelle Babcock as Zoning Secretary effective August 9, 2021.
5. **Resolution #2021-77**
A motion is in order to adopt resolution 2021-77 requesting approval of items of revenue and appropriation NJS 40A:4-87 for the body-worn camera grant - \$42,798.00.
6. **Resolution #2021-78**
A motion is in order to adopt resolution 2021-78 awarding a contract to DFFLM, LLC for the purchase of a 2021 full-size pick-up truck for the Franklin Borough Fire Department through the Morris County Co-op contract #15-C, item #10 in an amount not to exceed \$34,000.

REGULAR AGENDA – MAYOR AND COUNCIL SPECIAL MEETING AUGUST 4, 2021

7. Payment of bills for the meeting of August 4, 2021
A motion is in order to approve the payment of bills for the meeting of August 4, 2021.

- F. MISCELLANEOUS COMMENTS: **Mayor Sowden** will allow each member of the Governing Body to offer any miscellaneous comments which they may have at this time.

- G. ADJOURNMENT: **Mayor Sowden** will request a motion to adjourn the meeting.

**RESOLUTION OF THE GOVERNING BODY
OF THE BOROUGH OF FRANKLIN
TO RETAIN THE SERVICES OF
PHOENIX CONSULTING GROUP TO PROVIDE PROFESSIONAL SERVICES FOR
AN AMOUNT NOT TO EXCEED \$20,000**

WHEREAS, due to the vacancy in the positions of Borough Administrator, Chief Financial Officer and QPA as a result of the resignation of the employee appointed to the combined positions there is a need for the Borough to retain the services of a professional firm to conduct an executive search to find qualified candidate(s) to be considered for appointment by the Governing Body.

WHEREAS, the Borough of Franklin would like to retain the services of Phoenix Consulting Group to provide executive financial consulting as needed as well as an executive search;

WHEREAS, the Borough requested proposals from Phoenix Consulting Group as well as The Canning Group. Phoenix Consulting Group proposed \$12,000-\$18,000 for the executive search and \$150 per hour for financial consulting. The Canning Group declined to provide a proposal.

NOW THEREFORE IT BE RESOLVED that the Borough of Franklin hereby retains Phoenix Consulting Group to conduct an executive search and executive financial consulting if needed at an amount not to exceed \$20,000. This retention is made as a professional service and pursuant to the attached proposal.

CERTIFICATION: I, Darlene J. Tremont, Borough 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 a meeting of said Governing Body held on August 4, 2021.

Darlene J. Tremont, Borough Clerk

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

Resolution No. 2021-74

**RESOLUTION OF THE GOVERNING BODY
OF THE BOROUGH OF FRANKLIN MODIFYING
THE EMPLOYEE HANDBOOK**

WHEREAS, the Borough of Franklin maintains an Employee Handbook;

WHEREAS, the most recent Employee Handbook was revised and adopted on July 16, 2019;

WHEREAS, the Council wants to amend the Health Insurance requirements and the Borough Funding for Professional Development;

NOW THEREFORE IT BE RESOLVED by the Mayor and Council of the Borough of Franklin that the Employee Handbook is hereby modified to add the following policies:

Health Insurance Waiver

In the circumstances where an employee is eligible to receive health insurance benefits from the Borough and the employee receives medical insurance coverage from a spouse or other family members, the employee may waive coverage from the Borough. Provided that the employee shows annual proof of coverage and the employee completes the employee coverage waiver form, the employee shall receive compensation of 25 percent of the amount saved by the Borough but in no case more than \$5,000. The Stipend shall be paid bi-annually. An employee must be currently employed on the payment date to be eligible for the stipend. If an employee is separated from employment with the Borough prior to a stipend payment date, the stipend will not be prorated and the employee will not be eligible for the payment.

Borough Funding for Professional Development

Employees may request the opportunity to take classes for professional development or to obtain certificates useful in municipal government. The applications will be reviewed and approved by the Administrator with consultation from either the personnel committee or the Borough Council. In the event that the Borough pays for professional development costs or classes working towards a certification and the employee leaves borough employment to go work for another municipality or government entity, the employee shall pay reimburse the borough for 25% of the costs incurred in the last two years and 50% of cost incurred in the last year.

Reimbursement for Prescription Eyewear

For employees not covered by collective bargaining agreements, the Borough shall provide a reimbursement for eyeglasses/contact lenses of up to Two Hundred Dollars (\$200.00) per year to be used by the Employee upon submission of receipt verifying

purchase. This benefit can only be used once per year and receipts must be in the current year being reimbursed.

NOW THEREFORE IT BE FURTHER RESOLVED that this Resolution will be inserted in the Employee Handbook as addendum #2, respectively, for future use.

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 a meeting of said Governing Body held on August 4, 2021 at 7:00PM.

Darlene J. Tremont, Municipal Clerk

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

RESOLUTION NO. 2021-75

**RESOLUTION OF THE GOVERNING BODY OF THE
BOROUGH OF FRANKLIN AUTHORIZING
THE HIRING OF JOSEPH C. SETTICASE
AS THE PART TIME ZONING OFFICER**

WHEREAS, a need has arisen to hire a part-time Zoning Officer to fill the vacancy resulting from the resignation of the current Zoning Officer;

WHEREAS, interviews were conducted and Joseph C. Setticase was selected as the most qualified candidate to fill the position.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Franklin that the Borough Administrator is authorized to hire Joseph C. Setticase effective July 26, 2021 as a part time Zoning Officer at the rate of \$35.00 per hour with hours not to exceed an average of 10 hours per week without employee benefits and other non-wage compensation.

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 at a special meeting held on August 4, 2021, at 7:00PM.

Darlene J. Tremont, Municipal Clerk

Dated: August 4, 2021

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

RESOLUTION NO. 2021-76

**RESOLUTION OF THE GOVERNING BODY OF THE
BOROUGH OF FRANKLIN AUTHORIZING
THE APPOINTMENT OF MICHELLE BABCOCK AS ZONING SECRETARY**

WHEREAS, there has arisen a need to provide administrative support to the Zoning Department;

WHEREAS, Michelle Babcock is currently a full-time employee serving as the Planning Board and Recreation Secretary for Franklin Borough;

WHEREAS, because of Michelle Babcock's knowledge and experience and efficiencies gained a recommendation has been made to transfer her from Recreation Secretary to Zoning Secretary for Franklin Borough;

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Franklin that Michelle Babcock is hereby appointed as Planning Board and Zoning Secretary effective August 9, 2021;

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 at a special meeting held on August 4, 2021, at 7:00PM.

Darlene J. Tremont, Municipal Clerk

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GILBERT SNYDER				
STEPHAN ZYDON JR.				
MAYOR SOWDEN (Tie Only)				

**BOROUGH OF FRANKLIN
RESOLUTION NO. 2021-77**

**RESOLUTION REQUESTING APPROVAL OF ITEMS OF
REVENUE AND APPROPRIATION NJS 40A:4-87**

WHEREAS, NJS 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any item of revenue in the budget of any county or municipality when such item shall have been made available by law and the amount was not determined at the time of the adoption of the budget: and

WHEREAS, the Director may also approve the insertion of an item of appropriation for equal amount,

NOW, THEREFORE, BE IT RESOLVED, that the Borough of Franklin in the County of Sussex, New Jersey, hereby requests the Director of the Division of Local Government Services to approve the insertion of an item of revenue in the budget of the year 2021 in the sum of \$42,798.00 which is now available as revenue from the State of New Jersey, Department of Law & Public Safety, Office of the Attorney General – Body-Worn Camera Grant.

**SPECIAL ITEM OF REVENUE OFF-SET WITH APPROPRIATIONS
Body-Worn Camera Grant - \$42,798.00**

Pursuant to the provisions of the statute; and

BE IT FURTHER RESOLVED, that the like sum of \$42,798.00 is hereby appropriated under the caption of:

**OPERATIONS EXCLUDED FROM “CAPS”
PUBLIC AND PRIVATE PROGRAMS OFF-SET BY REVENUE
Body-Worn Camera Grant - \$42,798.00**

BE IT FURTHER RESOLVED, that the above is the result of funds due to the Borough of Franklin from the State of New Jersey, Department of Law and Public Safety, Office of the Attorney General, that were not available at the time of the adoption of the 2021 budget.

NOW BE IT RESOLVED, that the Chief Financial Officer will forward an electronic copy of this resolution to the Director of Local Government Services for approval.

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 at a meeting held on August 4, 2021, at 7:00 PM.

Darlene J. Tremont, Municipal Clerk

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STEPHAN ZYDON JR.				
MAYOR SOWDEN (Tie Only)				

**BOROUGH OF FRANKLIN
COUNTY OF SUSSEX
RESOLUTION 2021-78**

**RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF
FRANKLIN, COUNTY OF SUSSEX, STATE OF NEW JERSEY
AWARDING A CONTRACT TO DFFLM, LLC FOR THE PURCHASE OF A
2021 FULL-SIZE PICK-UP TRUCK FOR THE FRANKLIN BOROUGH FIRE
DEPARTMENT THROUGH THE MORRIS COUNTY CO-OP CONTRACT
#15-C, ITEM #10 IN AN AMOUNT NOT TO EXCEED \$34,000.**

WHEREAS, the Borough of Franklin desires to purchase a 2021 full-size pick-up truck, crew cab, ¾ ton, V-8, 4-wheel drive vehicle through the Morris County Cooperative Bid Contract #15-C, Item #10 for use by the Franklin Borough Fire Department as a Chief's Response Vehicle from DFFLM, LLC in an amount not to exceed \$34,000.

WHEREAS, funds are available in Ordinance 08-2021 and the availability of funds are hereby certified by the Chief Financial Officer.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Franklin, County of Sussex and State of New Jersey that a contract be awarded to DFFLM, LLC for the purchase of a 2021 full-size pick-up truck, crew cab, ¾ ton, V-8, 4-wheel drive vehicle in an amount not to exceed \$34,000 under the Morris County Co-op Contract #15-C, Item #10 and same is hereby ratified and 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 at a special meeting held on August 4, 2021, at 7:00 PM.

Darlene J. Tremont, Municipal Clerk

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