

**MINUTES
FRANKLIN TOWNSHIP COMMITTEE
REGULAR MEETING
THURSDAY, JANUARY 26, 2017
7:30 P.M.**

The Franklin Township Committee held a regular meeting **at 7:30 P.M., Thursday, January 26, 2017** at the Municipal Building. This meeting has been properly noticed in accordance with the Open Public Meetings Act.

Mayor Kathryn Blew called the meeting to order and called for the flag salute.

Roll Call: Diane Burgess PRESENT Craig Repmann PRESENT

Susan Soloway PRESENT Joseph Darocha PRESENT Kathryn Blew PRESENT

Also present: Katrina L. Campbell, Municipal Attorney

Some others present: Lt. Timothy Snyder, Lora Jones, Diane Laudenbach, Catherine Innella, Chris Vallat, Mike Homulak

Comments from the public on agenda items: None

Consent Agenda

All matters listed under the Consent Agenda are considered to be routine by the Township Committee and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired that item will be removed from the Consent Agenda and will be considered separately.

Motion to Adopt all items listed under the Consent Agenda.

Moved Soloway Second Burgess

Approval of Bills for Payment

Current Fund Expenditures	\$ 24,318.15
Current Fund Expenditures	\$2,610,969.51
Fair Housing	\$ 168.75
Driveway Trust	\$ 543.75
Recreation Commission	\$ 1,885.96
TOTAL	\$2,637,886.12

Approval of minutes- December 29, 2016 Year End & Executive Session, January 5, 2017 Reorganization, Regular Meeting & Executive Session

Adoption of **Resolution 2017 – 19** Tax Lien Redemption

Twp. Comm. Regular Mtg.
Thursday, January 26, 2017

Adoption of **Resolution 2017 – 20** Cancel Delinquencies/Refunds Less than \$10

Roll Call Vote: Burgess AYE Repmann AYE Soloway AYE Darocha AYE Blew AYE

Motion carried.

Department Head/Subcommittee Reports

- Finance, Administration, Insurance, HR/Benefits: Soloway & Burgess**

Motion to accept with regret letter of resignation from Mary Mastro, Tax Assessor, effective July 1, 2017.

Moved Burgess Second Soloway All in favor. Motion carried.

The Township Committee commented on the great job Mary has done over the years. There have no complaints about her performance and she has worked diligently for the township. She will truly be missed.

Motion to Adopt **Resolution 2017 – 17** Approval to Open Account Entitled Animal Control Licensing.

Moved Burgess Second Soloway

Roll Call Vote: Burgess AYE Repmann AYE Soloway AYE Darocha AYE Blew AYE

Motion carried.

Motion to authorize the Mayor and/or Deputy Mayor to sign the Agreement for Professional Services Between the Township of Franklin and Lavery, Selvaggi, Abromitis & Cohen for Year 2017.

Moved Repmann Second Darocha

Roll Call Vote: Burgess AYE Repmann AYE Soloway AYE Darocha AYE Blew AYE

Motion carried.

Voucher submittal process: Diane Laudenbach provided the Committee with a voucher payment/submittal process. One of the problems is that the vouchers go through so many officials for processing before ending up on the bill list. The Committee wants to clarify the duties of officials in the role for processing to payment. There were some questions by the Committee: asked if we numbered the vouchers for tracking purposes. We do not since there is no centralized processing center and each department handles their own. The CFO assigns a purchase order number when she receives them for payment. Each department can keep track of their own vouchers. There was some discussion regarding which vouchers need a vendor signature. Diane said no online order vouchers need a vendor signature and neither to public traded utility vouchers. Also, we can accept a fax'd or emailed signature.

Twp. Comm. Regular Mtg.

Thursday, January 26, 2017

A copy of the voucher process will be provided to all employees to include with their policy manual and will have the additional notation from the CFO regarding all departments being responsible for tracking their own vouchers.

Sustainable Jersey: Committee Member Burgess provided everyone with a copy of the proposed grant application for *Public Information & Engagement, Technology Assessment Pilot Municipality*. She will include communications at meetings with the public as a top concern.

- **Public Safety (PD, Fire, EMS, OEM, Court, Health): Darocha & Blew**

Motion to [Adopt Resolution 2017 – 11.1](#) Nick Caponegro Salary.

Moved Soloway

Second Burgess

Committeeman Darocha commented on Officer Caponegro serving Franklin Township for about 10 years. He commented on his professionalism, hard work and diligence. Mr. Darocha recommended increasing his hourly salary from \$19.29 to \$22.00 moving forward.

Motion to amendment to salary adjustment.

Moved Burgess

Second Soloway

Roll Call Vote: Burgess AYE Repmann AYE Soloway AYE Darocha AYE Blew AYE

Motion carried.

Lt. Timothy Snyder addressed the Township Committee on monthly activities. He also reported on WalMart changing procedures for offering grants to the township and he has requested some information from the Municipal Clerk regarding the township's incorporation date. He also asked if the Committee would adopt the appropriate resolution in order for the Police Department to be authorized to apply for the Federal 1033 program whereby the township would be able to apply for excess Department of Defense equipment.

Motion to authorize the Municipal Attorney to prepare the resolution for the Federal 1033 Program.

Moved Darocha

Second Repmann

All in favor. Motion carried.

There was some general discussion regarding the Police Department's receipt of grants and Diane Laudenbach, CFO, reminded Lt. Snyder of the need to be notified in order for her to submit Chapter 159s to the State as special items of revenue.

Committeeman Darocha also requested a 6 month comparison on crime statistics from the Police Department. As soon as Officer John Oliveira returns from personal time off he will run the report for the next meeting.

Twp. Comm. Regular Mtg.

Thursday, January 26, 2017

There was discussion by the Committee and Lt. Snyder regarding calls for police services at the group home on Woodland Road. A meeting with the area residents will be scheduled and Lt. Snyder was asked to be present. Date yet to be determined.

- **Department of Public Works: Repmann & Darocha**

A resident made a verbal complaint about the Municipal Building not having appropriate handicap signage. The Committee will authorize the DPW to take appropriate measures to do the handicap striping in the parking lot along with signage.

Motion to authorize the DPW to do the handicap parking lot striping along with handicap signage at a cost not to exceed \$1,000.00.

Moved Burgess

Second Repmann

Roll Call Vote: Burgess AYE Repmann AYE Soloway AYE Darocha AYE Blew AYE

Motion carried.

The subcommittee also reported that Alan Dilley is preparing his 2017 budget request. The township will now need to appropriate \$750.00 month for recycling costs as it will no longer be offered at no charge to the municipality. The recycling tonnage grant should cover most of the cost. Committee Member Burgess offered to look into other grants for this service. Alan also submitted his monthly report regarding road and vehicle maintenance to all Committee Members. He also has some Clean Community funds available for use in the township.

- **Land Use (Land Use Board, Open Space, Planning, Zoning, Construction, Environmental):
Burgess Soloway**

Motion to **Adopt Resolution 2017 – 22** Appoint Timothy Dieterman Plumbing Subcode Official and Plumbing Inspector.

Moved Burgess

Second Soloway

Mark Fornaciari, Construction Official, reviewed all applications and has recommended to the Committee that Tim Dieterman be hired to fill the position. Employment will be contingent upon successful criminal background check.

Roll Call Vote: Burgess AYE Repmann AYE Soloway AYE Darocha AYE Blew AYE

Motion carried.

Foster Farm, Block 28 Lot 24: The Municipal Attorney requested and received quotes for the survey of the Foster Farm. The lowest bidder is Harris Surveying, Inc. at a cost of \$5,800.00. Ms. Campbell has worked with this surveyor before.

5

Twp. Comm. Regular Mtg.

Thursday, January 26, 2017

Motion to award bid to provide surveyor services for the Foster Farm, Block 28 Lot 24, at a cost of \$5,800.00.

Moved Soloway

Second Darocha

Roll Call Vote: Burgess AYE Repmann AYE Soloway AYE Darocha AYE Blew AYE

Motion carried.

Motion to Authorize Maser Consulting to Perform Additional Survey Work for NJDEP Land Replacement Project Not to Exceed \$3,900.00 to be Paid from the Open Space Account.

Moved Soloway

Second Burgess

The Municipal Attorney explained this survey is for the Faith Chapel land replacement project to be paid out of the Transco money received. The Committee technically approved this work but since more than half the Committee is different the Attorney thought it best to take this action so all are aware of the project status.

Roll Call Vote: Burgess AYE Repmann AYE Soloway AYE Darocha AYE Blew AYE

Motion carried.

Hope Hill: The Municipal Attorney provided all Committee Members with a draft of the response to be included on the County's response form which explains the township's position.

Motion to authorize sending a response from Franklin Township to the County Agriculture Development Committee regarding Hope Hill Farm/Vartikar.

Moved Burgess

Second Soloway

Roll Call Vote: Burgess AYE Repmann AYE Soloway AYE Darocha AYE Blew AYE

Motion carried.

This letter acknowledges that the County and State want the farm and the township is supporting their action only and the township is not impeding their efforts nor is the township cost-sharing in the preservation.

Open Space Liaison: Committee Member Diane Burgess offered to act as the township's liaison to the Open Space Advisory Committee. A liaison will assist when there are properties recommended by the OSAC for consideration by the Township Committee. The liaison can bring the information to the Committee on a regular basis.

- **Community, Business, School, Recreation, Seniors: Repmann & Blew**

Motion to appoint Mark Mroz to the Recreation Committee for a three (3) year term beginning January 1, 2017 and terminating December 31, 2019.

Moved Soloway

Second Repmann

Committeeman Repmann commented on the great job Mark has done and the amount of time he has given to the community while serving on the Recreation Committee. Mr. Repmann also reported on a recent writing contest at the Franklin Township School and 75% of the students wrote about the recreation's basketball team.

Roll Call Vote: Burgess AYE Repmann AYE Soloway AYE Darocha AYE Blew AYE

Motion carried.

Comments from the public: Peter Boreland, resident at 50 Sidney School Road, commented on there possibly being a dump site on property adjoining his.

Comments from the Committee, non-agenda items and any other business:

The Land Use Board recommended appointing John Thonet to a full four year membership on the Board. Mr. Thonet currently holds the position of an alternate.

Motion to appoint John Thonet to a Class IV member on the Land Use Board for a full four (4) year term effective immediately and terminating December 31, 2020.

Moved Burgess

Second Darocha

All in favor. Motion carried.

Committee Member Burgess reported that she will be attending a newly elected official's orientation on January 28, 2017.

EXECUTIVE SESSION

Motion to adopt a resolution to enter Executive Session at 8:25 P.M. for discussion of matters pertaining to personnel and contract negotiations for court services.

Moved Burgess

Second Soloway

Roll Call Vote: Burgess AYE Repmann AYE Soloway AYE Darocha AYE Blew AYE

Motion carried.

7

Twp. Comm. Regular Mtg.
Thursday, January 26, 2017

RETURN TO OPEN SESSION

Motion to return to open session at 10:00 p.m. for adjournment.

Moved Soloway

Second Burgess

All in favor. Motion carried.

ADJOURNMENT

Motion to adjourn.

Moved Soloway

Second Darocha

All in favor. Motion carried.

Respectfully submitted,

Ursula V. Stryker, RMC
Municipal Clerk

DATE OF ADOPTION: _____