

**MINUTES  
FRANKLIN TOWNSHIP COMMITTEE  
REGULAR MEETING  
THURSDAY, APRIL 27, 2017  
7:30 P.M.**

The Franklin Township Committee held a regular meeting at **7:30 P.M., Thursday, April 27, 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 led 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

Others present in the public: Lt. Timothy Snyder, Matt Papenfuhs

**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.

a. Approval of Bills for Payment

Current Fund Expenditures	\$2,132,464.26
Fair Housing	\$ 99.00
Bond & Escrow Account	\$ 2,000.00
Driveway Trust	\$ 579.50
Grant Fund	\$ 3,236.20
<b>TOTAL</b>	<b>\$2,138,378.96</b>

b. Approval of minutes – April 13, 2017 Work Session & Executive Session

Moved Darocha Second Burgess

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 **Adopt Resolution 2017 – 08.2** Additional Temporary Budget Appropriation in the amount of \$550,539.67.

Moved Burgess

Second Soloway

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

Motion carried.

Motion to **Adopt Resolution 2017 – 35** Budget Introduction. Public Hearing to be held Thursday, May 25, 2017.

Moved Soloway

Second Burgess

Committee Members Soloway and Burgess updated the Committee on the budget prepared for tonight's introduction. Ratables are not keeping up with expenses and taxes will be raised a little more substantially than we have in the past. A lot more money has been put into the Capital budget since the past budgets have not had any money put into Capital for projects. Our debt is good and we will be paying off the debt for what is known as the "Cracker Barrel Property". This will be paid from COAH funds. The improvements to West Sidney Road will also be paid off. There was a lengthy discussion about the \$225,000.00 being put into Capital for road projects. This was requested by Alan Dilley for road repair, chip and seal, drainage. Committee Member Darocha was concerned about the amount and asked if we do not anticipate spending all \$225,000.00 this year, why are we raising it that much. The funds will be needed in the budget if the township goes out for bid to repair roads such as Coach and Four or Doe Run/Camila Drive. There was also some discussion about police overtime funds and whether \$25,000.00 needed to be in the budget now that the department is operating with the additional officer and a full staff. Overtime for the DPW is limited to snow plowing. The subcommittee requested Committee Members get their concerns to them and they will contact the auditor about the procedure for possible reductions to Capital and overtime amounts prior to the public hearing and adoption of the budget.

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

Motion carried.

The Committee discussed a resolution authorizing the expenditure by a subcommittee between meetings along with a draft ordinance prepared by the Municipal Attorney for "Claims Approval". There seems to be no need for an ordinance of this type at this time since bills are being paid twice each

month which reduces the need for emergency spending between meetings. However, the Committee may explore those things they may want to pay under the terms of claims approval.

A resolution was prepared which would authorize certain expenditures by a subcommittee between Committee meetings.

Motion to **Adopt Resolution 2017 – 36** A Resolution of the Township of Franklin, County of Hunterdon, State of New Jersey, Authorizing the Expenditure by a Subcommittee Between Committee Meetings.

Moved Burgess Second Repmann

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

Motion carried.

The Committee discussed an ordinance to mandate direct deposit for all employee checks. The ordinance does allow for exemption by resolution and for good cause.

Motion to **Introduce on First Reading Ordinance 2017 – 04** An Ordinance of the Township of Franklin, County of Hunterdon, State of New Jersey, to Mandate Direct Deposit for Municipal Employees by the Township of Franklin, County of Hunterdon, State of New Jersey, Pursuant to N.J.S.A. 52:14-15f. Public hearing to be scheduled for a meeting to convene at 7:30 P.M., Thursday, May 25, 2017.

Moved Soloway Second Darocha All in favor. Motion carried.

**Attendance:** Committee Member Burgess reported on maintaining records for employee attendance. Effective immediately, the Municipal Clerk will be responsible for maintaining all attendance records and updating the Team Up calendar for the Committee's review. All absences by full time and part time employees must be reported via email or phone call to Department Heads and the Municipal Clerk. Time sheets must be completed by all employees in order to maintain accurate records. The CFO will also be able to notify the payroll agency in order that remaining vacation days can now be included on payroll stubs.

Motion to authorize Jean Bahlman to have access to all Franklin Township accounts held by Unity Bank in order to transfer funds in and out of appropriate accounts for bill payment purposes.

Moved Burgess Second Soloway

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

Motion carried.

**Tax Assessments/Group Home:** Committee Member Soloway reported on tax assessments. Recently the Tax Assessor reduced the assessments by 10% - 20% on about 20 homes in the neighborhood of the

Legacy Group Home on Quaker Hill Road. Ms. Soloway asked the Tax Assessor to provide her with a spread sheet showing the reductions and is awaiting same. The reduction was not based on recent sales but on the residents' complaints regarding the group home.

**Verizon:** Verizon has approached the township for placing a cell tower on municipal property. The Municipal Attorney advised the Committee that they would need to go out to bid for a wireless cell tower on municipal property. Discussion followed regarding setting a minimum bid should the township follow up on this. Also discussed possible length of lease, terms of a lease, co-locator fees. The Committee would also like to see some visuals on the proposed location. Matt Papenfuhs suggested the Committee contact Chip Milcarek since he has expertise in the area of cell towers.

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

Lt. Timothy Snyder was present at the meeting and reported on various items. Interviews have been conducted for Class II officer and background checks have been completed. He is awaiting domestic violence reports. He will forward 3 recommendations to the subcommittee in order of preference. Also, Nick Caponegro, a special officer, has provided Lt. Snyder with his letter of resignation effective May 1, 2017 in order that he may focus on his full time job. Distracted driving: 105 summonses issued under the grant.

**Parking:** Committee Member Repmann was contacted by a resident regarding a truck idling on Locust Grove Road from 11 p.m. to 6 a.m. Officer Santoro responded and the driver was from out of state and had a 5 a.m. or 6 a.m. pick up and at the time the truck was not idling. Mr. Repmann asked if an area in the township could be designated for overnight parking (WalMart?). Committee Member Darocha asked about a possible ordinance prohibiting overnight parking on any township roads or prohibiting commercial vehicles in a residential area. The Municipal Attorney suggested getting their concerns and thoughts to her and she will prepare a draft of an ordinance for their consideration.

Matt Papenfuhs asked the status of the snow plow agreement. The Committee said it will be discussed at the next meeting. He asked about the procedure for getting an item on the agenda and was informed he should contact the subcommittee for their approval. Matt would also like to talk to the subcommittee about the budget. Several attempts were made by the Committee to set up a meeting with him and Matt was not available. There was discussion about how to best communicate with the Committee. Committee Member Burgess also reported that the Township Committee is having discussions with the Municipal Attorney for advice on whether or not the rescue squad's financial information complies with what was requested.

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

Committee Member Repmann reported on the activities for the month of April as submitted in Alan Dilley's monthly report. This included road work, vehicle maintenance and repair, etc. Alan would like to attend the next meeting to address the **Emerald Ash Borer**.

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

Committee Member Burgess reported on the difficulty in getting residents to serve on the Environmental Commission. She is recommending an ordinance to reduce the number of members from seven to five.

Motion to **Introduce on First Reading Ordinance 2017 – 02** An Ordinance to Amend, Revise and Supplement Chapter 45 “Environmental Commission” of the Township of Franklin, Hunterdon County, New Jersey to Reduce the Number of Members on the Board from Seven to Five. Public Hearing will be held at a regularly scheduled meeting to convene at 7:30 P.M., Thursday, May 25, 2017.

Moved Soloway                          Second Burgess                          All in favor. Motion carried.

**Open Space:** Lora Jones, Open Space, has 2 more properties for the township to consider for preservation. This will be discussed at the May 11<sup>th</sup> meeting.

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

Committee Member Repmann reported on Recreation Committee activities: Fishing Derby and Summer Recreation information has been scheduled and posted on the township’s website. Committee Member Burgess will be sending an email to the Recreation Chairman Mark Mroz advising him that all checks are now being required to be returned to the Municipal Building and deposited accordingly. Alan Dilley may also have some funds in his Clean Communities grant that might be used for recreation activities. Ms. Burgess is also looking into scheduling a Shredding Day.

#### **EXECUTIVE SESSION**

Motion to adopt a resolution to enter executive session at 8:55 P.M. for discussion of matters pertaining to personnel. Formal action may be taken upon return to open session.

Moved Soloway    Second Burgess

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

Motion carried.

Committee Member Craig Repmann left the meeting at this time and was not present in executive session.

**RETURN TO OPEN SESSION**

Motion to return to open session at 9:10 P.M.

Moved Soloway    Second Burgess                          All present in favor. Motion carried.

Motion to authorize an offer of employment as discussed in executive session be made to a candidate for the Tax Assessor position.

Moved Soloway    Second Burgess

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

Motion carried.

**ADJOURNMENT**

Motion to adjourn at 9:20 P.M.

Moved Darocha    Second Soloway    All present in favor. Motion carried.

Respectfully submitted,

Ursula V. Stryker, RMC  
Municipal Clerk

**DATE OF APPROVAL:** \_\_\_\_\_