

**MINUTES OF THE MEETING OF THE
MAYOR AND COUNCIL
OF THE BOROUGH OF FRANKLIN
HELD AT THE FRANKLIN MUNICIPAL BUILDING
46 MAIN STREET, FRANKLIN, NJ
FEBRUARY 11, 2020**

Mayor Sowden called the meeting to order and requested the Borough Clerk to call the roll. Upon roll call, the following members of the Governing Body were present: Mr. Formica, Mr. Limon, Mr. Postas, Mr. Skellenger, Mr. Snyder, Mr. Zydon and Mayor Sowden.

Absent: None

Mayor Sowden led the assembly in the flag salute.

Mayor Sowden stated "This meeting is being held in compliance with the provisions of the Open Public Meetings Act, N.J.S.A. 10:4-6 et sequentes. It has been properly advertised by posting in Borough Hall and printed in the New Jersey Herald/Sunday New Jersey Herald on January 4, 2019, and posted on the Borough website, which adequate notice has been certified by the Clerk."

PRESENTATIONS

There were no presentations.

COMMITTEE REPORTS

Mr. Limon reported the Personnel Committee met and most of the items discussed are on tonight's agenda. There will be a Public Utilities meeting next week.

Mr. Postas had nothing to report.

Mr. Snyder had nothing to report.

Mr. Ursin had nothing to report.

Mr. Formica reported the Finance Committee will be meeting next week. There was a Building and Grounds meeting discussing some changes, new ideas and possible improvements to areas around town.

Mr. Skellenger reported the Recreation Committee has informed the Administrator they are ready to move forward with the RFQ's related to the pond. Also, planning for the Spring Fling has begun.

Mr. Zydon had nothing to report.

Administrator McHose reported ads have been placed in the paper for the 2020 pond season for an Aquatics Director, lifeguards and beach attendants. The RFQ's (request for quotations) will be placed to operate our concession stand and the paddle boats/boards as a potential activity at the pond. Also, for the public's knowledge Pam Crum who was approved to be hired to help in the finance department is unfortunately unable to come back.

Mr. Ursin asked the Administrator whether or not she needs approval or direction from the Council prior to sending out the RFQ's for the pond. Administrator McHose commented she doesn't feel it is necessary, she is using the same wording used previously and the Recreation Committee didn't have any changes. Mr. Ursin commented if the Council have any questions, they should bring them up now. Otherwise, the RFQ's will go out, once the results come in and recommendations made on them by the Recreation Committee are given, any contracts that could be entered into as a result of that process will be brought back to the Council.

Mayor Sowden reported the EDC will be meeting Thursday reviewing some of the old rules in Franklin from the Industrial Commission, all members will have an opportunity to review that information. Mr. Zydon will be working on that in conjunction with the Ordinance Committee to develop a new program for EDC, helping it become a stronger part of Franklin Borough.

MAYOR & COUNCIL MEETING MINUTES FEBRUARY 11, 2020

OPEN PUBLIC SESSION

Mr. Skellenger made a motion to open the meeting to the public for anyone wishing to address the Governing Body. Seconded by Mr. Postas. All were in favor.

Patti Carnes, 289 Rutherford Road, Franklin stepped forward. Ms. Carnes thanked the Council for following up with JCP&L on the Main Street lighting, the new lights are wonderful. Ms. Carnes commented on looking at other areas of Franklin that are dark and could use better lighting.

Bob Allen, 24 Jenkins Road, Franklin stepped forward. Mr. Allen commented he spoke with Tammy Horsefield asking for her help to get the word out regarding available property for development in the center of Franklin.

Mayor Sowden commented if there are any interested parties Mr. Allen knows of, he should have them come to an EDC meeting and present their ideas.

There being no one else present who wished to address the Governing Body, Mr. Postas made a motion to close the meeting to the public, seconded by Mr. Snyder. All were in favor.

CONSENT AGENDA

Mayor Sowden requested that all persons present review the consent agenda and offer any comments they may have at this time regarding the consent agenda.

CORRESPONDENCE (ACCEPTANCE FOR FILING ONLY OF THE FOLLOWING):

1. Letter dated January 21, 2020, from Thomas Varro, Executive Director, SCMUA, re: Upper Wallkill System Amendment #2 to Service Rules. (Previously emailed to Mayor and Council on 1/27/2020)
2. Letter dated January 27, 2020, from Fredon Township Mayor John P. Flora, to Mayor & Council, re: School Board Elections. (Previously emailed to Mayor and Council on 1/27/2020)

REPORTS (ACCEPTANCE FOR FILING OF THE FOLLOWING):

1. Construction Permit Activity Report – January 2020
2. Construction Report – January 2020
3. COH Report – January 2020
4. Municipal Court Report – January 2020

APPLICATIONS (APPROVAL OF THE FOLLOWING):

1. None filed.

RESOLUTIONS (APPROVAL OF THE FOLLOWING):

1. Resolution #2020-19
A motion is in order to adopt resolution 2020-19 authorizing the Municipal Court to cancel outstanding check balances in the General Account totaling \$14.00.
2. Resolution #2020-20
A motion is in order to adopt Resolution #2020-20 to approve a coin toss fundraiser for the Wallkill Valley First Aid Squad for the year 2020, on May 3rd, June 14th, July 12th, August 9th, September 6th and October 4th.
3. Payment of bills for the meeting of February 11, 2020.

Mr. Limon made a motion to approve the consent agenda of February 11, 2020. Seconded by Mr. Zydon.

Upon roll call vote:

Ayes: Formica, Limon, Postas, Skellenger, Snyder, Zydon

Nays: None Absent: None Abstentions: None

OLD BUSINESS

There was no old business for tonight's portion of the meeting.

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NEW BUSINESS

Approval of Meeting Minutes

Mr. Limon made a motion to approve the regular meeting minutes for January 28, 2020. (Absent: Skellenger) Seconded by Mr. Formica.

Upon roll call vote:

Ayes: Formica, Limon, Postas, Snyder, Zydon

Nays: None Absent: None Abstentions: Skellenger

Resignation Letter from Administrator Alison McHose

Mr. Limon made a motion to accept with regret the resignation letter from Administrator Alison McHose effective July 1, 2020. Seconded by Mr. Zydon.

Mr. Postas read the resignation letter to the public.

Mr. Postas thanked Alison (Administrator McHose) for all her years and dedication. "You will be missed."

Mr. Snyder wished Alison good luck in the future.

Mr. Formica wished Alison all the best in what comes next.

Mr. Skellenger wished Alison good luck.

Mr. Zydon thanked Alison and wished her good luck.

Administrator McHose thanked the Council.

Upon roll call vote:

Ayes: Formica, Limon, Postas, Skellenger, Snyder, Zydon

Nays: None Absent: None Abstentions: None

Discussion of Administrator Hiring Process

Mr. Ursin commented the Council has been aware the resignation of the Administrator was coming and dealing with the vacant CFO position. The Council has been searching firms and interviewing applicants, and in a closed session a candidate was identified who was interviewed. The proposal before the Council is that a job offer be extended to the candidate as both administrator and CFO/QPA as per the terms that were discussed in closed session. Mr. Ursin explained the procedure that can be done tonight to have the Mayor extend the offer and if accepted, a contract can be ratified and some background about the candidate can be discussed possibly at the next meeting.

Mr. Postas made a motion to have Mayor Sowden extend the offer to the candidate as long as there are no other discussions needed by the Council. Seconded by Mr. Skellenger.

The Council had no further discussions.

Upon roll call vote:

Ayes: Formica, Limon, Postas, Skellenger, Snyder, Zydon

Nays: None Absent: None Abstentions: None

Department of Public Works Manager Agreement

Mr. Postas made a motion to approve Department of Public Works Manager Agreement between the Borough of Franklin and Brian G. VanDenBroek, from January 1, 2020 to December 31, 2022. Seconded by Mr. Snyder.

Upon roll call vote:

Ayes: Formica, Limon, Skellenger, Snyder, Zydon

Nays: Postas Absent: None Abstentions: None

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DPW Foreman Salary Step Increase

Mr. Postas made a motion to approve a DPW Foreman salary step increase for Jesse Bogart to Grade Step 5 \$22.77/hr., as per the DPW contract, effective February 16, 2020, as recommended by Brian VanDenBroek, DPW Director, Administrator McHose and the Personnel Committee. Seconded by Mr. Zydon.

Upon roll call vote:

Ayes: Formica, Limon, Postas, Skellenger, Snyder, Zydon

Nays: None Absent: None Abstentions: None

DPW Salary Step Increase

Mr. Postas made a motion to approve a DPW salary step increase for Andrew Burd to Grade Step 2, \$19.49/hr., as per the DPW contract, effective February 16, 2020, as recommended by Brian VanDenBroek, DPW Director, Administrator McHose and the Personnel Committee. Seconded by Mr. Snyder.

Upon roll call vote:

Ayes: Formica, Limon, Postas, Skellenger, Snyder, Zydon

Nays: None Absent: None Abstentions: None

Property Lease Agreement

Mr. Zydon made a motion to approve the Property Lease Agreement between the Borough of Franklin and Franklin Mineral Museum, Inc. for a portion of approximately two acres located on Block 1302, Lots 6 & 7 for \$1.00 per year for the period starting January 31, 2020 through January 31, 2025. Seconded by Mr. Postas.

Upon roll call vote:

Ayes: Formica, Limon, Postas, Skellenger, Snyder, Zydon

Nays: None Absent: None Abstentions: None

145 Media 2020 Contract

Mr. Zydon made a motion to approve the 2020 website hosting contract with 145 Media, Bill Repasy in the amount of \$2,400.00 for the period of January 1, 2020-December 31, 2020. Seconded by Mr. Postas.

Mr. Postas questioned if there was a discussion with the company on how much control the Borough will be able to have in order to make changes to the website ourselves.

Administrator McHose commented she and the Mayor did discuss that issue with Mr. Repasy and we will be given access to make changes to certain items, at no extra charge.

Upon roll call vote:

Ayes: Formica, Limon, Postas, Skellenger, Snyder, Zydon

Nays: None Absent: None Abstentions: None

National Poison Prevention Week Proclamation

Mr. Formica made a motion to adopt a Proclamation declaring March 15-21, 2020, as "National Poison Prevention Week". Seconded by Mr. Zydon.

Upon roll call vote:

Ayes: Formica, Limon, Postas, Skellenger, Snyder, Zydon

Nays: None Absent: None Abstentions: None

EXECUTIVE SESSION

There was no executive session.

OPEN PUBLIC SESSION II

Mr. Formica made a motion to open the meeting to the public for anyone wishing to address the Governing Body. Seconded by Mr. Postas. All were in favor.

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Joanne Tatka, 151 Maple Road, Franklin stepped forward. Ms. Tatka asked for the contents of the Public Works Manager Agreement regarding salary.

Administrator McHose commented it is a 3-year extension to the existing agreement with a 2% increase each year.

Mr. Limon stated the exact salary for each year as written in the agreement.

Mayor Sowden responded to 2 items Ms. Tatka asked about at the January 28, 2020 meeting. Stating the Borough received \$13,961.12 from the Recycling Grant for the year 2017 and explained why it is behind 2 years and how the funds are able to be used. Mayor Sowden then provided Ms. Tatka with copies of proof of publications of resolutions already placed in the NJ Herald so far in 2020. Ms. Tatka thanked Mayor Sowden and the Clerk.

There being no one else present who wished to address the Governing Body, Mr. Snyder made a motion to close the meeting to the public, seconded by Mr. Postas. All were in favor.

MISCELLANEOUS COMMENTS

Mr. Formica thanked the council members for helping update him on pending items.

Mr. Postas informed everyone that the Borough is continuing to work with Jackie Espinoza, JCP&L on updating lights for other various streets in the Borough.

Mr. Limon commented he is happy to get that information and requested they keep 69-71 Corkhill Road in mind for needing lights as he has commented on previously.

Administrator McHose commented there are some lights out at the corner of Route 631 and Buckwheat Road and also a few on Buckwheat Road that are being addressed.

Mayor Sowden commented although the time working with you, (Alison McHose) has been short, it's been very nice and looks forward to continuing to work with you and our new team. Mayor Sowden also stated he is very proud of all, there is a lot of work to do but knows we will do it and concluded by thanking Administrator McHose.

ADJOURNMENT

There being no further items for discussion by the Mayor and Council, Mr. Skellenger made a motion to adjourn the meeting at 7:29p.m., seconded by Mr. Zydou. All were in favor.

John M. Sowden IV, Mayor

Darlene J. Tremont, Municipal Clerk