

**AGENDA FOR THE ORGANIZATION MEETING  
OF THE MAYOR AND COUNCIL OF THE  
BOROUGH OF FRANKLIN  
AT 6:00PM ON  
JANUARY 7, 2025**

1. **Mayor Sowden** will call the meeting to order.
2. **Mayor Sowden** will state “this meeting is being held in compliance with the provisions of the Open Public Meetings Act, P.L. 1975, Ch. 231. It has been properly advertised and certified by the Clerk.”

3. **Flag Salute**

**Mayor Sowden** will invite all persons present to participate in the Pledge of Allegiance to the United States Flag.

4. **Roll Call of 2024 Borough Council Members**

**Mayor Sowden** shall request a roll call of the 2024 Governing Body:

Mrs. Carnes, Mr. Formica, Mrs. Heath, Mr. Limon, Mr. Skellenger, Mr. Snyder, and Mayor Sowden.

5. **Oaths of Office**

- a. **Ms. Little** will read the “Statement of Determination” of the Board of County Canvassers.
- b. **Ms. Little** will administer the Oath of Office to Councilwoman-elect **Patricia Carnes** for a two-year unexpired term as Councilwoman of the Borough of Franklin.
- c. **Ms. Little** will administer the Oath of Office to Councilwoman-elect **Rachel Heath** for a three-year term as Councilwoman of the Borough of Franklin.
- d. **Ms. Little** will administer the Oath of Office to Councilman-elect **Gilbert Snyder** for a three-year term as Councilman of the Borough of Franklin.

6. **Roll Call of 2025 Borough Council Members**

**Mayor Sowden** will request a roll call of the **2025 Governing Body**.

Mrs. Carnes, Mr. Formica, Mrs. Heath, Mr. Limon, Mr. Skellenger, Mr. Snyder and Mayor Sowden.

7. **Council Appointment: Council President**

**Mayor Sowden** will open the floor for Council nominations to the position of **Council President** for 2025.

8. **Fire Department Chief and Line Officers**

- a. **Mayor Sowden** will recognize the Chief of the Franklin Fire Department for 2025, Corey Houghtaling.
- b. **Ms. Little** will administer the Oath of Office to the Chief of the Franklin Fire Department for 2025, Chief Houghtaling.
- c. **Ms. Little** will recognize Fire Chief Houghtaling who will introduce the 2025 Line Officers and Administrative Officers of the Franklin Fire Department.
- d. **Ms. Little** will administer the Oath of Office to the **Line Officers and Administrative Officers** of the Franklin Fire Department for 2025.

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**9. Mayor's Appointments**

At this time, **Mayor Sowden** will present his nominations for appointment to the various positions of Borough Government for the year 2025.

Municipal Prosecutor (1 yr.)	Timothy Profeta, Esq.
Municipal Public Defender (1 yr.)	Orlando Rodrigues
Historian (1 yr.)	Phillip Crabb
Municipal Housing Liaison (1 yr.)	Neil Spidaletto
Right to Know Coordinator	Brian VanDenBroek
Assessment Search Officer (1 yr.)	Neil Spidaletto
Tax Search Officer (1 yr.)	Diana Falica
Borough Physician (1 yr.)	Dr. Bollard, Premier Health
School Crossing Guard Captain (1 yr.)	Rebecca Babcock
School Crossing Guards (1yr.)	Jaymie Babcock, Kathleen Clohessey, Lisa Conte, Becky Fiedler, Michelle Grieco, Susan Hardcastle, Jacquelyn Kimmel, , Emelita Naklicki, John Panso, Cara Ross, Robin Saraceni, Diane Witherby

A motion is in order for the Council to confirm the Mayor's Appointments.

**10. Appointments: Planning Board**

At this time, the **Council** shall, by motion, select a representative to serve on the Planning Board as a Full Member Class III (1 yr.)

Member Class III	Councilmember	TBD
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**Mayor Sowden** shall make the following appointments to the Planning Board:

Mayor (Class I)		Mayor Sowden
Fire Safety (Class II)	1 yr. term (term expires 12/31/2025)	Jim Williams
Member (Class IV)	4 yr. term (expires 12/31/2028)	Wes Suckey
Member (Class IV)	4 yr. term (expires 12/31/2028)	Michael Raperto
Alternate #1	2 yr. term (term expires 12/31/2027)	Sharon Schultz
Alternate #2	2 yr. term (term expires 12/31/2027)	James Affinito

**11. Appointments: Boards and Commissions**

**FRANKLIN/HARDYSTON JOINT RECREATION COMMITTEE**

All current Board of Recreation Committee Members 1-year term

**RECREATION COMMITTEE**

Council Liaison	TBD	
Member	3-year term (term expires 12/31/2027)	Barbara Formica
Member	3-year term (term expires 12/31/2027)	Frederick Babcock
Member	3-year term (term expires 12/31/2027)	Sarah McGreeby

**BOARD OF HEALTH**

Member	4-year term (term expires 12/31/2028)	Mary Bauberger
Member	4-year term (term expires 12/31/2028)	Connie Cholminski
Secretary	1-year term (term expires 12/31/2025)	Colleen Little

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**LOCAL EMERGENCY MANAGEMENT COUNCIL**

Mayor	1-year term	John M. Sowden
Deputy	1-year term	Gregory Cugliari
Member/OEM	1-year term	Jim Williams
Member/FFD	1-year term	Corey Houghtaling
Member/WVFAS	1-year term	John Friend
Member	1-year term	Hector Acevedo
Member	1-year term	Neil Spidaletto
Member	1-year term	James Nidelko
Member	1-year term	Steve Sluka
Member	1-year term	Brian VanDenBroek

**ECONOMIC DEVELOPMENT COMMITTEE**

Member/Secretary	1-year term	Judy Williams
Member	1-year term	Keith Yodice
Member	1-year term	Dawne Rowe
Member	1-year term	Vacant
Member	1-year term	Vacant
Member	1-year term	Vacant
Member	1-year term	Vacant
Member/Council	1-year term	TBD
Alternate #1	1-year term	Vacant
Alternate #2	1-year term	Vacant

**HISTORICAL PRESERVATION COMMISSION**

Member, Chair	4-year term (term expires 12/31/2028)	Phillip R. Crabb
Member, Secretary	4-year term (term expires 12/31/2028)	Judith Williams
Ex-Officio	1-year term (term expires 12/31/2025)	Mayor Sowden
Council Liaison	1-year term (term expires 12/31/2025)	TBD

**RENT LEVELING BOARD**

Member	5-year term (term expires 12/31/2026)	Vacant
Member/Council	1-year term (term expires 12/31/2025)	Vacant
Member/Council	1-year term (term expires 12/31/2025)	Vacant
Alt# 1	1-year term (term expires 12/31/2025)	Vacant
Alt#2	1-year term (term expires 12/31/2025)	Vacant
Attorney	1-year term (term expires 12/31/2025)	Angelo Bolcato Laddey, Clark & Ryan

A motion is in order for the Council to confirm the Mayor's Appointments.

**COMMUNITY RELATIONS:**

Council Representative: TBD

**Recreation Committee, Economic Development, also serves as the "Awards Committee."**

Member:	Judy Williams	Economic Development
Member:	Patti Carnes	Recreation Committee
Liaison:	TBD	Joint Recreation Commission

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**COUNCIL COMMITTEE DUTIES**

**12. Council Committee Duties:**

**Ordinance:**

Member: Mr. Skellenger  
Member: Mr. Formica  
Member: Mrs. Carnes  
Alternate: Mr. Snyder

**Finance, Budget & Insurance:**

Member: Mrs. Carnes  
Member: Mr. Skellenger  
Member: Mr. Snyder  
Alternate: Mrs. Heath

**Buildings & Grounds and Public Utilities:**

Member: Mr. Formica  
Member: Mr. Limon  
Member: Mrs. Heath  
Alternate: Mr. Skellenger

**Personnel & Negotiations:**

Member: Mrs. Heath  
Member: Mrs. Carnes  
Member: Mr. Limon  
Alternate: Mr. Snyder

**Public Safety - Police & Fire:**

Member: Mr. Formica  
Member: Mrs. Heath  
Member: Mr. Skellenger  
Alternate: Mrs. Carnes

**13. Approval of Consent Agenda**

**Mayor Sowden** will request that all present review the consent agenda. If any member of the Council or public wishes an item on the consent agenda to be discussed and considered separately, a motion to this effect shall be made at this time.

After all persons present have had an opportunity to review the consent agenda and offer requests for changes, **Mayor Sowden** will request a motion to approve the consent agenda.

**14. Mayor's Statement**

**Mayor Sowden** will address the Council and the public with remarks concerning the priorities and goals for the Borough of Franklin in 2025.

**15. Council Comments**

**Mayor Sowden** will invite each member of the Council to offer remarks concerning the 2025 Council's goals and priorities.

**16. Adjournment**

A motion is in order to adjourn the reorganization meeting.

# STATEMENT OF DETERMINATION

A STATEMENT OF THE DETERMINATION of the BOARD OF COUNTY CANVASSERS, relative to an election held in the Borough of Franklin, County of Sussex and State of New Jersey, for the election of certain officers for said Municipality on the 5th day of November 2024.

The said Board does determine that at the said election the following officer(s):

NAME	OFFICE	TERM
GILBERT J. SNYDER	COMMON COUNCIL	3-YEAR TERM
RACHEL HEATH	COMMON COUNCIL	3-YEAR TERM
PATRICIA CARNES	COMMON COUNCIL	2-YEAR UNEXPIRED TERM

were duly elected to the offices and for the terms above set forth.

I DO HEREBY CERTIFY that the foregoing is a true, full and correct statement of the determination of the Board of Canvassers therein mentioned.

IN WITNESS WHEREOF I have hereunto set my hand this 21 day of November 2024.

Attest:



Jeffrey M. Parrott, Sussex County Clerk  
Clerk of the Board of County Canvassers



Mark Heftler, Chairperson, Board of County Canvassers

STATE of NEW JERSEY }  
COUNTY OF SUSSEX } ss.

I, JEFFREY M. PARROTT, County Clerk of the County of Sussex, do hereby certify that the foregoing is a true, full and correct copy of the Statement of the Determination of the Board of County Canvassers relative to an election held in the County or Regional District thereof on the date herein noted for certain Officers and the Certificate thereto appended as fully and entirely as the same remains on file in my office.

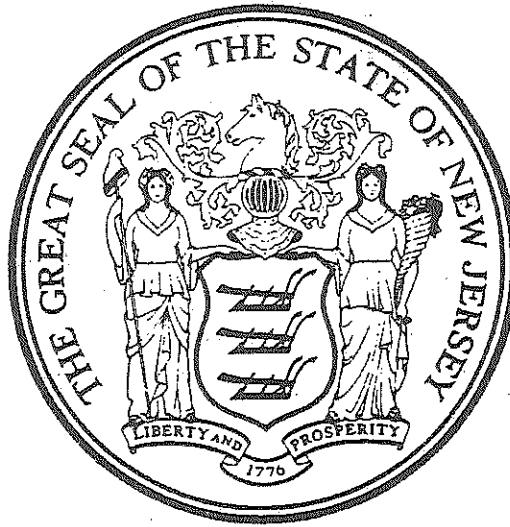
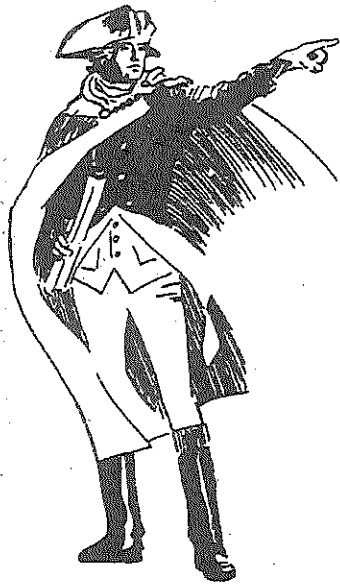


IN TESTIMONY WHEREOF,

I have hereunto set my hand and affixed the seal of said County, at Newton, on this 21 day of November 2024.



Jeffrey M. Parrott, Sussex County Clerk



## OATH OF ALLEGIANCE

I, **Patricia Carnes**, do solemnly swear (or affirm)  
that I will support the Constitution of the United States  
and the Constitution of the State of New Jersey,  
and that I will bear true faith and allegiance to the same  
and to the governments established in the United States  
and in this State, under the authority of the people,  
so help me God.

I do further solemnly swear (or affirm)  
that I will impartially and justly perform  
all the duties of the office of  
**FRANKLIN BOROUGH COUNCIL**  
according to the best of my ability.  
so help me God.

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Patricia Carnes, Signature

Sworn and subscribed before me  
this 7<sup>th</sup> day of January, 2025.

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Colleen L. Little, Municipal Clerk



## OATH OF ALLEGIANCE

I, **Rachel Heath**, do solemnly swear (or affirm)  
that I will support the Constitution of the United States  
and the Constitution of the State of New Jersey,  
and that I will bear true faith and allegiance to the same  
and to the governments established in the United States  
and in this State, under the authority of the people,  
so help me God.

I do further solemnly swear (or affirm)  
that I will impartially and justly perform  
all the duties of the office of  
**FRANKLIN BOROUGH COUNCIL**  
according to the best of my ability.  
so help me God.

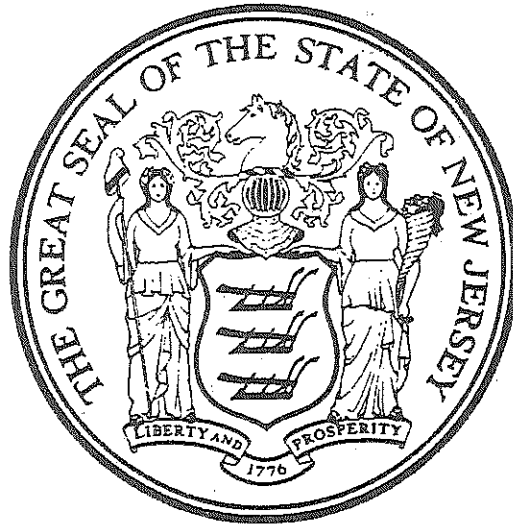
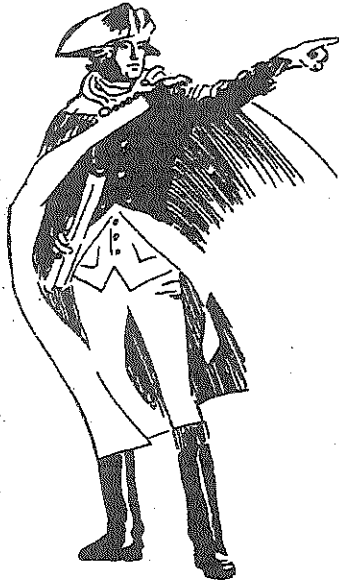
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Rachel Heath, Signature

Sworn and subscribed before me  
this 7<sup>th</sup> day of January, 2025.

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Colleen L. Little, Municipal Clerk



## OATH OF ALLEGIANCE

I, **Gilbert J. Snyder**, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the governments established in the United States and in this State, under the authority of the people, so help me God.

I do further solemnly swear (or affirm) that I will impartially and justly perform all the duties of the office of **FRANKLIN BOROUGH COUNCIL** according to the best of my ability. so help me God.

---

Gilbert J. Snyder, Signature

Sworn and subscribed before me  
this 7<sup>th</sup> day of January, 2025.

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Colleen L. Little, Municipal Clerk