

REGULAR AGENDA
FOR THE MAYOR AND COUNCIL MEETING
BOROUGH OF FRANKLIN,
HELD AT THE MUNICIPAL BUILDING, 46 MAIN STREET
FRANKLIN, NEW JERSEY AT 7:00 P.M. ON
JANUARY 24, 2023

- 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 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 6, 2023, and posted on the Borough website, which adequate notice has been certified by the Clerk."

- D. **PRESENTATIONS**
There are no presentations this evening.

- E. **COMMITTEE REPORTS: Mayor Sowden** will allow each member of the Council, Borough Administrator, Borough Clerk, and Borough Attorney to present their respective committee report.

Mayor Sowden will offer the Mayor's Report.

- F. **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.

- G. **CONSENT AGENDA: Mayor Sowden** will request that all persons 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 so be made, at this time.

After all persons 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.

- H. **OLD BUSINESS:**

- I. **NEW BUSINESS:**

1. **Approval of the Minutes** for the regular meeting minutes and executive session meeting minutes for January 12, 2023. (Absent: None)
2. **Resolution #2023-16** to approve authorizing a Grant application to the New Jersey Department of Community Affairs for the ARP Firefighter Grant Project.
3. **Resolution #2023-17** to approve the hiring of a full time laborer for the Department of Public Works at the Step 1-Probationary rate of \$19.18 per hour effective February 1, 2023.

REGULAR AGENDA – MAYOR AND COUNCIL MEETING JANUARY 24, 2023

4. Resolution #2023-18 to authorize amending the compensation for the Municipal Court Administrator in the amount of an additional \$3,000 per year to be prorated to January 1, 2023.
5. Resolution #2023-19 to authorize a salary adjustment for the Water/Sewer and Tax Collection Clerk in the amount of an additional \$5,000 per year to be prorated to January 1, 2023.
6. Resolution #2023-20 to approve cancelling unexpended debt authorizations in the total amount of \$164,733.55.
7. Mayoral Appointment
Mayor Sowden will make the following appointment.

Eric Maynard – Recreation Committee Member to a 3-yr. term ending 12/31/2025. As recommended by the Recreation Committee.
8. Foodshed Alliance Request to approve their request to use the Senior Center and to waive the associated fees for a free produce pop-up on the first Monday of each month from 4:00PM-6:00PM during the winter months. (exact start date tbd)
9. Discussion on CFO Position
10. Discussion on 24 Munsonhurst Road TWA Application

J. EXECUTIVE SESSION – IF REQUESTED

Mayor Sowden will request a motion to adopt a resolution to adjourn into Executive Session to discuss certain items excluded from the public.

THE OPEN PUBLIC MEETINGS ACT ALLOWS THE MAYOR AND COUNCIL TO EXCLUDE THE PUBLIC FROM A PORTION OF A MEETING IN CERTAIN CIRCUMSTANCES,

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF FRANKLIN, THAT THE PUBLIC SHALL BE EXCLUDED FROM DISCUSSION OF MATTERS ALLOWED BY NEW JERSEY LAW.

THE EXECUTIVE SESSION MINUTES WILL BE PLACED ON FILE IN THE BOROUGH CLERK'S OFFICE, AND WILL BE AVAILABLE TO THE PUBLIC AS PROVIDED FOR BY NEW JERSEY LAW.

Be further advised this Resolution shall take effect immediately.

- K. MISCELLANEOUS COMMENTS: **Mayor Sowden** will allow each member of the Governing Body to offer any miscellaneous comments which they may have at this time.
- L. ADJOURNMENT: **Mayor Sowden** will request a motion to adjourn the meeting.

**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
JANUARY 12, 2023**

This meeting is being held in person adhering to the CDC guidelines and through a virtual meeting platform called ZOOM. The public who attended through ZOOM has been notified and instructed on how to join the meeting and participate during the public session.

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, Mrs. Heath, Mr. Limon, Mr. Postas, Mr. Skellenger, Mr. Snyder 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 8, 2023, and posted on the Borough website, which adequate notice has been certified by the Clerk."

PRESENTATIONS

There were no presentations for tonight's meeting.

COMMITTEE REPORTS

Mr. Limon had nothing to report.

Mr. Postas had nothing report.

Mr. Snyder commented that the personnel committee met this morning to discuss salary increases. We need to schedule a finance committee meeting and asked when the committee members were available. The meeting will be held on Tuesday, January 17, 2023 at 6:30pm.

Mr. Formica commented that the ordinance committee met and went over a few items. We will be meeting with buildings and grounds to go over items to be addressed in the future.

Mr. Skellenger had nothing to report.

Mrs. Heath commented that she attended the recreation meeting and they set dates for the Spring fling (April 22, 2023), Fishing Derby (June 3, 2023), National Night Out (August 1, 2023), 9/11 Ceremony (September 11, 2023) and a 5k (October 28, 2023). She attended the Wallkill Valley Coalition meeting and they spoke about cannabis effects with driving. Recreation has developed a nomination form for Senior of the Year.

Mrs. Tremont commented it looks like we have new residents at the pond; a pair of eagles seem to have moved in.

Mr. Bernath commented that the company has been here the last the two days fixing the HVAC units on the roof. He spoke to Brian and they were excavating the line for the electric at the pond and that is complete.

Mr. Ursin had nothing to report.

Mayor Sowden had nothing to report.

OPEN PUBLIC SESSION

Mr. Snyder 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.

MAYOR & COUNCIL MEETING MINUTES JANUARY 12, 2023

Mrs. Judy Williams, 279 Wildcat Road Franklin stepped forward. Mrs. Williams commented on the replacement of the Christmas Decorations and the signs for welcome to Franklin.

Mrs. Joanne Tatka, 151 Maple Road Franklin stepped forward. Mrs. Tatka wished everyone a Happy New Year, asked about the calendars and wished Andrew good luck. Mrs. Tatka also asked if there was any progress on the Forestry Building.

Ms. Carol Truhan, 20 Nestor Franklin stepped forward. Ms. Truhan addressed concerns with parking and problems she is having with her neighbor.

Mr. Ursin commented that she can file a complaint with the municipal court.

Ms. Truhan commented that her complaints are denied by the court and returned to her.

Mr. Ursin explained if the complaints are denied she can appeal to another court.

There being no one else present or on Zoom who wished to address the Governing Body, Mr. Postas made a motion to close the meeting to the public, seconded by Mr. Formica. 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 November 21, 2022, received December 22, 2022, from Sandy Hull, Delaware Water Gap Defense Fund to Franklin Borough Council.

REPORTS (ACCEPTANCE FOR FILING OF THE FOLLOWING):

1. DPW Report – December 5, 2022 – December 9, 2022
2. DPW Report – December 12, 2022 – December 16, 2022
3. St. Clare's EMS report – December 2022
4. Board of Health report – December 2022
5. Construction Permit Activity Report – December 2022
6. Construction Permit List – December 2022
7. COH Report – December 2022
8. Franklin Municipal Court Report – December 2022
9. Franklin Municipal Court Yearly Report –2022
10. Hardyston Municipal Court Report – December 2022
11. Hardyston Municipal Court Yearly Report – 2022
12. Franklin Borough Registrar Report – October 2022 – December 2022

APPLICATIONS (APPROVAL OF THE FOLLOWING):

1. None filed.

RESOLUTIONS (APPROVAL OF THE FOLLOWING):

1. Resolution #2023-14 authorizing participation in the Federal 1033 program effective January 1, 2023 through December 31, 2023.

Mr. Formica made a motion to approve the consent agenda of January 12, 2023. Seconded by Mrs. Heath.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

OLD BUSINESS

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

MAYOR & COUNCIL MEETING MINUTES JANUARY 12, 2023

NEW BUSINESS

Approval of the Minutes

Mr. Postas made a motion to approve the regular meeting minutes and executive session meeting minutes for December 20, 2022. (Absent: None) Seconded by Mr. Skellenger.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

Mr. Postas made a motion to approve the Organizational meeting minutes for January 1, 2023. (Absent: Limon) Seconded by Mr. Skellenger.

Upon roll call vote:

Ayes: Formica, Heath, Postas, Skellenger, Snyder

Nays: None Absent: None Abstentions: Limon

Resignation Letter from Andrew Bernath, CFO/Administrator

Mr. Snyder made a motion to accept the resignation letter of Andrew Bernath, CFO/Administrator effective January 31, 2023. Seconded by Mr. Skellenger.

Mrs. Heath commented that Andrew has done an outstanding job.

Mr. Snyder commented that Andrew has done a great job and good luck.

Mayor Sowden commented that it has been a pleasure working with you.

Upon roll call vote:

Ayes: Heath, Limon, Postas, Skellenger, Snyder

Nays: Formica Absent: None Abstentions: None

Introduction of Ordinance #01-2023

Mrs. Heath made a motion to introduce ordinance 01-2023 entitled "BOROUGH OF FRANKLIN SUSSEX COUNTY, NEW JERSEY CALENDAR YEAR 2023 ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14) Seconded by Mr. Formica.

Mayor Sowden announced that the public hearing will be held on February 14, 2023.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

Resolution #2023-15

Mr. Limon made a motion to adopt resolution 2023-15 to authorize additional hours for the part time finance assistant position up to a total of 29 hours per week at the current rate of \$17 per hour, effective immediately. Seconded by Mr. Postas.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

Department of Public Works Manager Agreement

Mr. Postas made a motion to approve the Superintendent of Public Works Department Agreement between the Borough of Franklin and Brian G. VanDenBroek, from January 1, 2023 to December 31, 2027. Seconded by Mr. Skellenger.

Upon roll call vote:

Ayes: Formica, Limon, Postas, Skellenger, Snyder

Nays: Heath Absent: None Abstentions: None

MAYOR & COUNCIL MEETING MINUTES JANUARY 12, 2023

EXECUTIVE SESSION

In accordance with the provisions of the Open Public Meetings Act, Mr. Limon made a motion to adjourn into closed executive session to discuss personnel matters and anticipated litigation. Motion seconded by Mr. Postas. All were in favor.

Mr. Ursin commented that there will be no official action taken after executive session.

ADJOURNMENT

At 7:30pm, the Mayor and Council adjourned into executive session and did not return into open public session.

John M. Sowden IV, Mayor

Darlene J. Tremont, Municipal Clerk

Borough of Franklin, County of Sussex

Resolution #2023-16

RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF FRANKLIN AUTHORIZING A GRANT APPLICATION TO THE NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS FOR THE ARP FIREFIGHTER GRANT PROJECT

WHEREAS, Franklin Borough is submitting a grant application to the New Jersey Department of Community Affairs for a project to replace and upgrade past of service life or defective SCBA packs & Cylinders and purchase a commercial fire department washer and dryer for the decontamination and cleaning of fire department turn out gear, PPE and ropes; and

WHEREAS, the Borough Committee of the Borough of Franklin formally approves the grant application for the above stated project; and

BE IT RESOLVED that the Borough CFO is hereby authorized to submit an electronic grant application identified as 2022-04989-1357 American Rescue Plan Firefighter 2022 to the New Jersey Department of Community Affairs on behalf of the Borough of Franklin.

BE IT FURTHER RESOLVED that Mayor and Clerk hereby authorized to sign the grant agreement on behalf of the Borough of Franklin and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement.

Adopted:

Attest:

BOROUGH OF FRANKLIN,
IN THE COUNTY OF SUSSEX

Darlene J. Tremont, Municipal Clerk

John M. Sowden, IV, Mayor

CERTIFICATION: I, Darlene J. Tremont, Borough Clerk of the Borough of Franklin do hereby certify the forgoing resolution was duly adopted by the Borough Committee at the Regular Meeting held on January 24, 2023.

Darlene J. Tremont, Municipal Clerk

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

Borough of Franklin, County of Sussex

Resolution #2023-17

RESOLUTION OF THE GOVERNING BODY OF THE BOROUGH OF FRANKLIN AUTHORIZING THE HIRING OF A FULL TIME LABORER FOR THE DEPARTMENT OF PUBLIC WORKS

WHEREAS, the Borough of Franklin currently has a full time vacancy due to a resignation in the Department of Public Works;

WHEREAS, Frederick Milligan was hired as a part time seasonal laborer in the Department of Public Works as per Resolution 2022-101;

WHEREAS, Frederick Milligan has demonstrated interest to advance within the Department of Public Works;

WHEREAS, Brian VanDenBroek, Director of Public Works and Jesse Bogart, Public Works Foreman are satisfied with his performance and have recommended Frederick Milligan to fill the full time laborer position;

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the Borough of Franklin that Frederick Milligan fill the full time position in the Department of Public Works effective February 1, 2023 at Step 1-probationary rate of \$19.18/hour as per the DPW contract;

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 January 24, 2023 at 7:00PM.

Darlene J. Tremont, Municipal Clerk

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

Darlene Tremont

From: Franklin Water Dept <bvandenbroek@franklinborough.org> on behalf of Franklin Water Dept
Sent: Thursday, January 12, 2023 1:30 PM
To: abernath@franklinborough.org; 'Darlene Tremont'; 'John Sowden'
Cc: 'John Rome'; 'Jesse Bogart'
Subject: Re: Emailing: Chris Bihler resignation 1-10-23

Brian VanDenBroek wrote on 1/12/23 @ 1:25 PM:

Good afternoon Andrew / Darlene..

I have spoke in detail with both Foremen John Rome and Jesse Bogart.

We are in agreement to make the recommendation to offer Fred Milligan Part Time DPW Employee a position at the base level within the DPW Contract if supported by Administration and the Governing Body.

Fred is a good employee and performs as directed thus far.

If Fred accepts the offer of Full Time we can perform a 90 day review etc. and follow the outlines of the Probationary period as he moves forward. We are hopeful he will do well as he has already shown us good work habits.

Regards,
Brian

Borough of Franklin, County of Sussex

Resolution #2023-18

AUTHORIZING AMENDING THE COMPENSATION FOR THE MUNICIPAL COURT ADMINISTRATOR

WHEREAS, Lauren Mitchener is currently serving as the Municipal Court Administrator for both Franklin Borough and Hardyston Township as per the shared service agreement with Hardyston Township;

WHEREAS, the Borough of Franklin and Hardyston Township agreed to a review of services at the conclusion of 2022;

WHEREAS, it has been agreed upon by Franklin Borough and Hardyston Township that the court office work has increased than initially expected;

WHEREAS, the Personnel Committee believes it is justified and recommends to increase the Municipal Court Administrator's compensation to commiserate with the increased volume of work involved in running both court offices;

NOW THEREFORE IT BE RESOLVED, by the Mayor and Council of the Borough of Franklin authorizes to increase Lauren Mitchener's salary as Municipal Court Administrator an additional \$3,000 per year; to compensate her for the increased work volume.

NOW THEREFORE BE IT FURTHER RESOLVED, the rate shall be retroactive to January 1, 2023.

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 regular meeting held on January 24, 2023.

Darlene J. Tremont, Municipal Clerk

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

Borough of Franklin, County of Sussex

Resolution #2023-19

RESOLUTION OF THE GOVERNING BODY AUTHORIZING A SALARY ADJUSTMENT FOR THE WATER/SEWER AND TAX COLLECTION CLERK

WHEREAS, Franklin Borough is a municipal employer with part time and full time staff; and

WHEREAS, the salary ranges for Franklin Borough employees have been established by Ordinance 07-2022 adopted on May 24, 2022; and

WHEREAS, the Governing Body of the Borough of Franklin hired Diana Falica as Water/Sewer Clerk and Tax Collector Clerk on June 22, 2021, by Franklin Borough Resolution 2021-55; and

WHEREAS, Diana Falica has now successfully completed and passed all the classes required to take the State Tax Collector's exam; and

WHEREAS, the Personnel Committee has reviewed the salary adjustment request from Diana Falica and recommends to the Governing Body a salary increase of \$5,000.00 per year and contingent upon her passing the State Tax Collector's exam and the termination of the Tax Collector Shared Service with Wantage Township she will receive an additional \$13,000.00 per year.

NOW THEREFORE BE IT RESOLVED, by the Governing Body of the Borough of Franklin authorizes a salary increase for Diana Falica of \$5,000.00 per year prorated to January 1, 2023 and an additional \$13,000.00 contingent upon receiving her Tax Collector Certification and the termination of the Tax Collector Shared Service with Wantage Township.

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 regular meeting of said Governing Body held on January 24, 2023.

Darlene J. Tremont, Municipal Clerk

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

Borough of Franklin, County of Sussex

Resolution #2023-20

RESOLUTION OF THE BOROUGH OF FRANKLIN, COUNTY OF SUSSEX, NEW JERSEY, CANCELLING UNEXPENDED DEBT AUTHORIZATIONS

WHEREAS, the Borough of Franklin, in the County of Sussex, State of New Jersey (the "Borough"), has finally adopted Ordinances 11-09, 16-09, 18-2010, 8-2014, 4-2015, 15-2016, 16-2016, 10-2018, 9-2019, 10-2019, 11-2019 and 8-2021 (the "Ordinances") on the dates set opposite each ordinance in the chart below; and

WHEREAS, the Borough has determined that a portion of certain capital improvements or purposes set forth in the Ordinances have either been completed or abandoned; and

WHEREAS, there currently remains on deposit in the Borough capital accounts relating to the Ordinances, excess proceeds and capital funds allocable to some of the improvements or purposes described in the Ordinances (the "Excess Proceeds") but no longer necessary to complete and/or undertake the improvements or purposes authorized therein; and

WHEREAS, in accordance with its statutory powers, including those powers set forth in the Local Budget Law, N.J.S.A. 40A:4-1 et seq. (the "Local Budget Law"), specifically N.J.S.A. 40A:4-60, the Borough has determined that it is in the best interests of the Borough to cancel the Excess Proceeds.

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Borough as follows:

SECTION 1. The following amounts of Excess Proceeds remaining in the Ordinances are no longer necessary for the improvements or purposes for which they were originally authorized and issued:

<u>Funded Ordinance Number</u>	<u>Account No.</u>	<u>Excess Proceeds Amount</u>
11-2009 (finally adopted July 14, 2009)	08-216-55-976-000	\$6,482.78
16-2009 (finally adopted November 24, 2009)	08-216-55-977-000	\$171.59
18-2010 (finally adopted November 23, 2010)	04-215-55-952-000	\$2,970.60
8-2014 (finally adopted June 24, 2014)	04-215-55-975-000	\$2,891.47
4-2015 (finally adopted April 14, 2015)	08-216-55-979-000	\$1,000.00
15-2016 (finally adopted July 12, 2016)	04-215-55-982-000	\$3,150.77
16-2016 (finally adopted July 12, 2016)	08-216-55-981-001	\$4,700.00
16-2016 (finally adopted July 12, 2016)	08-216-55-981-002	\$91,000.00
10-2018 (finally adopted July 10, 2018)	04-215-55-986-000	\$37,682.28
9-2019 (finally adopted June 25, 2019)	04-215-55-987-000	\$5,000.00
10-2019 (finally adopted June 25, 2019)	08-216-55-985-000	\$950.00
11-2019 (finally adopted June 25, 2019)	04-215-55-988-000	\$7,117.91
8-2021 (finally adopted June 10, 2021)	08-216-55-987-000	\$1,616.15
	TOTAL	<u>\$164,733.55</u>

SECTION 2. The total amount of \$164,733.55 in Excess Proceeds is hereby canceled pursuant to the Local Budget Law.

SECTION 3. This resolution shall take effect immediately.

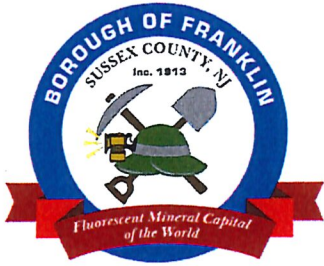
BE IT FURTHER RESOLVED by the Borough of Franklin, County of Sussex, New Jersey that the statements contained in the foregoing preamble be and are hereby incorporated into this Resolution as if more fully set forth herein at length.

I hereby certify that the above resolution was duly adopted by the Borough Council of the Borough of Franklin, County of Sussex, New Jersey at a meeting held on January 24, 2023.

It is hereby certified that this is a true copy of the Resolution adopted at a public meeting held on January 24, 2023.

DARLENE J. TREMONT,
Clerk of the Borough of Franklin

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



BOROUGH OF FRANKLIN

46 Main Street
Franklin, NJ 07416
www.franklinborough.org

John M. Sowden IV, Mayor
Darlene J. Tremont, Municipal Clerk
Phone: 973-827-9280
Fax: 973-827-9279

APPLICATION FOR USE OF MUNICIPAL BUILDING OR PROPERTY

Complete this form and return to: Borough Clerk, Franklin Borough Municipal Building, 46 Main Street, Franklin, N.J. 07416

This form should be submitted with:

- A. Proof of corporate status;
- B. Information about Franklin residents being part of the group;
- C. Certificate of Insurance as follows;

In order for any group to use, visit or participate in activities on Borough of Franklin Property, a Certificate of Liability Insurance in an amount of One Million Dollars (\$1,000,000.00) in the naming **The Borough of Franklin** as an additional insured must be provided prior to the issuance of any permit to use a facility as follows:

"The Borough of Franklin, its departments, agencies, boards, commissions, officers, officials, agents, servants, administrators, and employees are named as an additional insured, on a primary and non-contributory basis, regarding the use of Municipal Property or Facilities".

D. The release and hold harmless agreement attached; and

E. The information requested below:

1.) Purpose of Request: _____ Meeting(s) _____ Private Party ☒ Other:

Explain: Free produce pop-up

2.) Building or Property Requested: _____ Municipal Building ☒ Senior Center

3.) Date(s)/Time(s) Requested:

Date(s): First Monday of the month

Times(s): 3:00-6:30pm (event held from 4-6pm, extra time for set up and clean up)

4.) The maximum number of people estimated to attend is: expected 60 people will circle through at different times

(Please note there is a maximum capability for the Senior Center with tables and chairs is 90.)

Fees are as follows (per Chapter 119 of the Municipal Code Book)

Activity room:

Daily Rate:

Per hour \$10

Flat rate for 8 hours \$75

Month Rate:

Per hour \$4

Flat rate per month \$600

We are requesting
for the fee to be
waived.

T.C.
L.P.

A Rock Solid Foundation with a Bright Future

RELEASE, HOLD HARMLESS, AND INEMNIFICATION AGREEMENT

Foodshed Alliance

Name of Group/Association

1st Monday of the month during winter season, Start date tbd

Date(s) of Visit(s)

The undersigned Christine Parauda m as an authorized representative of

Foodshed Alliance("Entity")

Print Name

Name of Group/Association

in consideration for being permitted to utilize the facilities and/or participate in activities on Borough of Franklin Property on the date(s) above, **HEREBY RELEASES AND WAIVES, INDIVIDUALLY AND ON BEHALF OF THE ENTITY, ALL CLAIMS THAT EITHER HAS OR MAY HAVE** against Borough, its agents, officers, employees and volunteers, in the event of **PROPERTY DAMAGE, BODILY INJURY OR DEATH** arising directly or indirectly in connection with the Entity’s use of Borough Property of Facilities. The undersigned **FURTHER AGREES, INDIVIDUALLY AND ON BEHALF OF THE ENTITY, TO HOLD THE BOROUGH, ITS AGENTS, OFFICERS, EMPLOYEES AND VOLUNTEERS HARMLESS FOR ANY SUCH INJURY OR ACCIDENT AND TO DEFEND AND INDEMNIFY THE BOROUGH, ITS AGENTS, OFFICERS, EMPLOYEES AND VOLUNTEERS FOR ALL COSTS RELATING TO ANY CLAIMS OR LAWSUITS, INCLUDING REASONABLE ATTORNEY FEES**

ACKNOWLEDGEMENT OF WAIVER OF IMPORTANT LEGAL RIGHTS: I have read the foregoing and understand that by signing below, I am waiving important legal rights on behalf of myself and the above-named Entity which I am authorized to represent.

I CERTIFY THAT I HAVE READ THE FOREGOING AND ANY REPRESENTATION MADE HEREIN IS TRUE, COMPLETE, AND NOT THE RESULT OF COERSION.

Name of Representative

(Print): Christine Parauda

Representative’s Position/Title:

LocalShare Coordinator/Foodshed Alliance

Representative’s Signature:

Christine Parauda

Date:

1/18/23



FOODALL-02

ELEWIS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/17/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Alliant Insurance Services, Inc. 4530 Walney Rd Ste 200 Chantilly, VA 20151-2285		<div>RECEIVED</div> <div>JAN 18 2023</div> <div>Borough of Franklin Office of Municipal Clerk</div>	CONTACT NAME: Edye Lewis	
INSURED Foodshed Alliance 326 High Street, 1st Floor Hope, NJ 07844			PHONE (A/C, No, Ext): (703) 397-0977	
			FAX (A/C, No):	
			E-MAIL ADDRESS: edye.lewis@alliant.com	
			INSURER(S) AFFORDING COVERAGE	
			NAIC #	
		INSURER A : Chubb Insurance Company of New Jersey	41386	
		INSURER B :		
		INSURER C :		
		INSURER D :		
		INSURER E :		
		INSURER F :		

COVERAGES				CERTIFICATE NUMBER:		REVISION NUMBER:					
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.											
INSR LTR	TYPE OF INSURANCE			ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	X	COMMERCIAL GENERAL LIABILITY		X		36074144	6/6/2022	6/6/2023	EACH OCCURRENCE	\$ 1,000,000	
		CLAIMS-MADE	X						OCCUR	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
									MED EXP (Any one person)	\$ 10,000	
									PERSONAL & ADV INJURY	\$ 1,000,000	
									GENERAL AGGREGATE	\$ 2,000,000	
									PRODUCTS - COMP/OP AGG	\$ Included	
GEN'L AGGREGATE LIMIT APPLIES PER:											
	X	POLICY		PRO-JECT							
	OTHER:										
	AUTOMOBILE LIABILITY								COMBINED SINGLE LIMIT (Ea accident)	\$	
		ANY AUTO OWNED AUTOS ONLY		SCHEDULED AUTOS					BODILY INJURY (Per person)	\$	
		HIRED AUTOS ONLY		NON-OWNED AUTOS ONLY					BODILY INJURY (Per accident)	\$	
									PROPERTY DAMAGE (Per accident)	\$	
										\$	
										\$	
A	X	UMBRELLA LIAB	X	OCCUR		93653625	6/6/2022	6/6/2023	EACH OCCURRENCE	\$ 1,000,000	
		EXCESS LIAB		CLAIMS-MADE					AGGREGATE	\$ 1,000,000	
										\$	
		DED		RETENTION \$							
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY									PER STATUTE	OTH-ER	
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)					N / A				E.I. EACH ACCIDENT	\$	
If yes, describe under DESCRIPTION OF OPERATIONS below									E.I. DISEASE - EA EMPLOYEE	\$	
									E.I. DISEASE - POLICY LIMIT	\$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Volunteer Accident Limits:
Accidental Death & Dismemberment Principal Sum: \$75k
Accidental Medical Expense Maximum Benefit Amount: \$15k
Aggregate Limit of Insurance: \$1.5MM

Re: Use of Municipal Property or Facilities

SEE ATTACHED ACORD 101

CERTIFICATE HOLDER	CANCELLATION
The Borough of Franklin 46 Main Street Franklin, NJ 07416	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE



ADDITIONAL REMARKS SCHEDULE

AGENCY Alliant Insurance Services, Inc.		NAMED INSURED Foodshed Alliance 326 High Street, 1st Floor Hope, NJ 07844
POLICY NUMBER SEE PAGE 1		
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	
EFFECTIVE DATE: SEE PAGE 1		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles:
Borough of Franklin, its departments, agencies, boards, commissions, officers, officials, agents, servants, administrators, and employees are included as an Additional Insured on the General Liability policy as required by written contract.

2022 with the Sussex County Hunger Coalition

Founded in March 2019, the SCHC is a group of stakeholders working together to ensure that all Sussex County residents have equitable access to safe, sufficient, and nutritious food and the knowledge to use it.



Coalition Members **118**

We have 118 members from 79 agencies across the county and region. Collaboration is key to increasing nutrition security in our county!

Free Pop-Up Markets **24**

Since January 2022, the SCHC has collaborated on 24 free markets at schools, faith-based organizations, pantries, community agencies and more. These have been in the targeted communities of Sussex, Franklin, Vernon, Newton and Sparta.



Individuals Reached **3792**

We began tracking how many members each household has this May in order to know how many people are being served by the food provided at free pop-up markets. On average, 190 individuals are reached at each pop-up!



Resources **Always looking for more!**

Food is provided through LocalShare, grocery store rescue and donations. Volunteers assist in running the pop-up markets. Community agencies offer additional services, such as nutrition education, health screenings, vaccines, and more!

**Scan here to sign up for
our mailing list**




SUSSEX COUNTY
HUNGER COALITION



FEEDING THOSE IN NEED

Follow us to learn more:

  @SCHungerCoalition

 SCHungerCoalition@gmail.com