

**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  
NOVEMBER 9, 2021**

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, 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 6, 2021, and posted on the Borough website, which adequate notice has been certified by the Clerk."

**PRESENTATIONS**

Recreation Committee – 2021 Senior of the Year

Ms. Bobbi Formica and Ms. Patti Carnes of the Recreation Committee stepped forward. Ms. Formica and Ms. Carnes presented the 2021 Senior of the Year award to Joanne Tatka.

Summary or Synopsis of Audit Report

Mr. Tom Ferry of Wielkotz & Company Certified Public Accountants presented an overview of the 2020 Franklin Borough Audit. Mr. Ferry commented he will briefly go over the 2020 Audit highlights by page number, starting with page 7 statement of operations for the current fund. The current fund is where most of the tax revenues and expenditures are shown including your current budget. The statement of operations is similar to an income statement. Mr. Ferry explained revenue and expenditure balances, the tax payments the Borough made to the County and school. There was a statutory excess, revenues exceeded expenditures, by \$695,000; you started the year with \$2,181,000 in fund balance you used \$650,000 to balance the budget to keep taxes lower and ended with \$2,226,000 so there was an increase. Basically, you used \$45,000 less than what you took in which is always a good thing, that creates surplus. Mr. Ferry referenced page 8, which is the revenues. There were some negative numbers and those were COVID related. Mr. Ferry referenced page 23, the water and sewer fund profit and loss statement. The total revenues brought in were \$2,885,688 of which \$2,180,000 were from the water and sewer rents which is the bulk of your money. The expenditures were \$2,573,000 so you had a statutory excess, revenues exceeded your expenditures but, in this case, we used \$367,000 to balance the budget so we took more out than we put in; the fund balance slightly decreased. Mr. Ferry referenced page 24, there was a slight decrease in the water rents anticipated by \$11,000. Mr. Ferry referenced page 37 and commented on debt services. The total net debt has a 3-year average of equalized value of .45. Mr. Ferry referenced page 65, the tax collection rate for the past three years. In 2018 you were at 97.02, 2019 you were at 96.77 and 2020 you were at 96.98.

Mr. Ferry commented that the same comment is in for this year as in the previous year about the taxes and water sewer utility collection department which doesn't have segregation of duties. Generally accepted "Government Auditing Standards" requires me to make you aware of the lack of segregation of duties.

Mr. Ferry thanked the Mayor and Council for all his years of service with Borough.

## **MAYOR & COUNCIL MEETING MINUTES NOVEMBER 9, 2021**

### **Historical Commission – Historical Significance Map**

Mr. Phil Crabb stepped forward to show historical significance in the Borough of Franklin. Mr. Crabb discussed the map of what the commission considers to be historically significant areas in Franklin Borough. The blue shaded areas indicate historical significance. We are working with the County GIS group to provide blocks and lots with everything represented within the confines of the map. The commission is made up of residents and has the best interest of the Borough in mind.

Mr. Zydon commented that it looks like we are encompassing areas that are being developed.

Mr. Crabb commented that the Historical Commission would like to be able to address certain areas. This map was created so that we don't leave areas out that might be of interest. It would give the Historical Preservation Commission an opportunity to review if brought up to Planning Board. This becomes a safety net.

Mr. Formica commented on the building on Main Street. I thought the purpose of all this was to preserve what we have, not modify to look like something else. How restrictive will this be to the residents that want to do work on their properties.

Mr. Zydon asked if there is a set of standards that would be followed. Mr. Zydon commented that the scope has gotten too large then what was originally presented.

Mr. Crabb stated that the Historical Commission is another arm for information.

Mr. Skellenger asked when the index of properties would be done.

Mayor Sowden explained the reason for the map.

Discussion continued on the Historical significance map.

Mr. Ursin commented that the Historical Preservation Commission would make recommendations to the Planning Board and that the Planning Board is the only one that makes the decisions.

### **COMMITTEE REPORTS**

Mr. Limon commented that there was a public works meeting and we discussed the item on the agenda for 355 Scott Road. The road department is working on maintenance of the vehicles. Mr. VanDenBroek would like to look into meter replacements and possible remote. Mr. VanDenBroek is also looking for a new trailer to haul equipment to different jobs.

Mr. Postas had nothing to report.

Mr. Snyder commented that the court administrator position was advertised and we received two applicants. I had a meeting with the Mayor, the Police Chief and Captain and that meeting was very informative.

Mr. Zydon had nothing to report.

Mr. Skellenger had nothing to report.

Mr. Formica had nothing to report.

Mrs. Tremont had nothing to report.

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 NOVEMBER 9, 2021**

Mrs. Judy Williams, 279 Wildcat Road, Franklin stepped forward. Mrs. Williams commented that the intersection of Maple Road and Wildcat Road is missing the painted stop line. Mrs. Williams asked if the word “stop” could be painted on the road again. Mrs. Williams commented on power outages on certain roads; trees need to be cleared from power lines. The OEM coordinator reported these trees to JCP&L but nothing has been done. Mrs. Williams commented on various accidents and issues with trucks and tandems and asked to have someone address the issue. Mrs. Williams commented that when she went to Wal-Mart a few weeks ago the door by the Wal-Mart Lawn & Garden center was locked. Mrs. Williams asked if we can get involved with that issue. Mrs. Williams commented that Webb’s News will be having a grand opening on November 13, 2021 at 11am and on Friday November 12, 2021 at the Franklin Fire House Eddie Mindlin will be honored by the “Quilts of Valor” at 5:30pm and the presentation will be at 6pm.

Ms. Emily Bazelewich, 1 Mill Street, Franklin stepped forward. Ms. Bazelewich asked about the mirror at the intersection of Mill Street and Sterling Street. Mayor Sowden commented that we had the Borough Engineer, the police department and DPW review it and it was decided that a mirror is not required. Mayor Sowden commented that the only thing we can suggest is to have the Senior Housing place the mirror if they want. Ms. Bazelewich commented that she recommends changing the stop to Sterling Street. Ms. Bazelewich commented that the intersections need cleaning and weeds cut. Mayor Sowden commented that we are looking into a grant, through safe routes to school, to place a blinking caution light placed on High Street by Parker Street.

Mrs. Rachel Heath, 7 Hemlock Drive, Franklin stepped forward. Mrs. Heath commented that she is glad we are appointing a new CFO/QPA. Mrs. Heath asked about the salary range. Mr. Snyder commented that the salary is \$120,000 for the new CFO/QPA and the hybrid for Darlene is \$20,000.

There being no one else present who wished to address the Governing Body, Mr. Limon 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. Resolution from the Township of Green requesting municipalities in New Jersey to join together to help compel JCP&L to improve overall services

**REPORTS** (ACCEPTANCE FOR FILING OF THE FOLLOWING):

1. Saint Clare’s EMS response times – September 2021
2. Construction Permit Activity Report – October 2021
3. COH Report – October 2021
4. Permit List – October 2021

**APPLICATIONS** (APPROVAL OF THE FOLLOWING):

1. None filed.

**RESOLUTIONS** (APPROVAL OF THE FOLLOWING):

1. Payment of bills for the meeting of November 9, 2021.

Mr. Postas made a motion to approve the consent agenda of November 9, 2021. 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.

**MAYOR & COUNCIL MEETING MINUTES NOVEMBER 9, 2021**

**NEW BUSINESS**

Approval of the Minutes

Mr. Zydon made a motion to approve the regular meeting minutes and executive session meeting minutes for October 26, 2021. (Absent: None) Seconded by Mr. Postas.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

Discussion on 355 Scott Road

At this time there was a discussion on the property located at 355 Scott Road, Franklin.

Mr. Konrad Rozumkiewicz and Mr. Adam Rozumkiewicz of 355 Scott Road stepped forward to address to Governing Body in regards to their water service problem since the paving of Scott Road took place.

Mr. Limon explained the issue that includes a moratorium since that road is newly paved.

Mayor Sowden commented that the opening would be 3'x3'.

Mr. Postas commented that they need water.

Mr. Postas made a motion to approve the road opening application for 355 Scott Road to allow connection to the water service. Seconded by Mr. Zydon.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

Resolution 2021-103 Certifying review of the 2020 Audit

Mr. Zydon made a motion to adopt resolution 2021-103 certifying the Franklin Borough Governing Body has reviewed the 2020 Audit comments and recommendations as required by N.J.A.C. 5:30-6.5. Seconded by Mr. Postas.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

Resolution 2021-104

Mr. Postas made a motion to adopt resolution 2021-104 to accept and approve for filing the corrective action plan for the Audit Report year 2020 prepared and filed by the Borough's Chief Financial Officer. (Corrective Action Plan attached.) Seconded by Mr. Formica.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

2021 Best Practices Inventory

Mr. Skellenger made a motion to accept the 2021 best practices inventory prepared by the CFO, Interim Administrator/Clerk as required by the Division of Local Government Services. Seconded by Mr. Postas.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

Resolution 2021-105

Mr. Snyder made a motion to adopt resolution 2021-105 authorizing the appointment of a Chief Financial Officer and Qualified Purchasing Agent and further authorizing the execution of an employment contract. Seconded by Mr. Postas.

**MAYOR & COUNCIL MEETING MINUTES NOVEMBER 9, 2021**

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

**Mayoral Appointment**

Mayor Sowden made the following appointment:

**Board of Health Member – Effective December 1, 2021**

Joanne Tatka                      Unexpired term              Term expires: 12/31/2022

Mr. Postas made a motion to confirm the mayor's appointment of Joanne Tatka to the Franklin Borough Board of Health effective December 1, 2021. Seconded by Mr. Zydon. All were in favor.

**Wallkill Valley Girl Scouts Request**

Mr. Formica made a motion to approve the Wallkill Valley Girl Scouts request to waive the fees and application to use the Senior Center on November 14, 2021. Seconded by Mr. Postas.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

**EXECUTIVE SESSION**

There was no executive session.

**MISCELLANEOUS COMMENTS**

There were no miscellaneous comments.

**ADJOURNMENT**

There being no further items for discussion by the Mayor and Council, Mr. Skellenger made a motion to adjourn the meeting at 8:33p.m., seconded by Mr. Postas. All were in favor.

---

John M. Sowden IV, Mayor

---

Darlene J. Tremont, Municipal Clerk