

**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**  
**NOVEMBER 22, 2022**

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- 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 7, 2022, 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:**

1. **Resolution #2022-114** to approve SOP for Sworn Police Officers as approved and recommended by Chief Cugliari. *(motion needed)*

- I. **NEW BUSINESS:**

1. **Approval of the Minutes**

A motion is in order to approve the regular meeting minutes for November 9, 2022. (Absent: None) *(motion needed)*

2. **Resolution #2022-115** to approve appointing Suzann Brush as Deputy Municipal Court Administrator at the annual salary of \$42,000, effective December 1, 2022. *(motion needed)*

**REGULAR AGENDA – MAYOR AND COUNCIL MEETING NOVEMBER 22, 2022**

3. Resolution #2022-116 to accept the on-line bid in the amount of \$115,000 for 35 Fowler Street, Block 901, Lot 1, and the Mayor and Council authorize execution of the real estate contract. *(motion needed)*

4. Mayoral Appointments

Mayor Sowden will make the following appointments:

**Municipal Public Defender**

John Grey, Esq. - at the rate of \$150.00 per client effective immediately, term expires: December 31, 2022 as recommended by Judge Glenn Gavin. *(motion to confirm)*

**Recreation Committee**

James Taffinito - Member to a 3-yr. unexpired term ending 12/31/2023. As recommended by the Recreation Committee. *(motion to confirm)*

5. Discussion on Police Department Staffing

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.

**Borough of Franklin, County of Sussex  
Resolution #2022-114**

<b>FRANKLIN BOROUGH POLICE DEPARTMENT STANDARD OPERATING PROCEDURES</b>		
<b>SELECTION</b>		
EFFECTIVE DATE:	NUMBER OF PAGES: 5	
ACCREDITATION STANDARDS: 2.5.1, 2.5.2	BY THE ORDER OF: Gregory Cugliari Chief of Police	

**PURPOSE:** To establish a fair and consistent procedure designed to enable the Franklin Borough Police Department to recruit and select qualified candidates for employment who will best serve the needs of the agency.

**POLICY:** The selection process is generally acknowledged as a key event in the operational effectiveness of a law enforcement agency. This agency will attempt to identify and recruit individuals who best possess the skills, knowledge, and experience necessary to contribute to the agency. This agency will use a selection process, which is in compliance with applicable standards of the New Jersey State Association of Chiefs of Police (NJSACOP).

**PROCEDURE:**

**I. General Qualifications of Sworn Personnel**

- A. The general qualifications for employment with the Franklin Borough Police Department shall be:
1. No person shall be appointed to the police department who is not qualified as provided in the New Jersey statutes;
  2. Must be at least 21 years of age;
  3. Must be a resident of New Jersey and a citizen of the United States;
  4. Possess a valid New Jersey driver's license;
  5. Must read, write, and speak the English language well and intelligently;
  6. Shall have graduated from high school or possess a General Equivalency Degree (GED);
  7. Must have completed a minimum of sixty (60) credits from an accredited college or university, or two (2) years of military service with an honorable discharge;
  8. Ability to perform all the tasks and duties of a Police Officer;
  9. Must be of good moral character, and has not been convicted of any criminal offense involving moral turpitude;
  10. The Borough may require as a condition of application that the applicant must possess a police training certificate issued by the New Jersey Police Training Commission, be a graduate or enrolled in a State of New Jersey Alternate Route Training program.

**II. First Phase – Advertisement**

- A. When a vacancy exists, the Chief of Police shall request and receive approval from the Borough Council prior to announcing any hiring.
- B. Advertising for the position will be in accordance with the departments Recruitment Plan.

**III. Second Phase – Superior Officer Oral Interview**

- A. The Chief of Police, or designee, shall notify those candidates who qualify to participate in the Superior Officer Oral Interview. Notification shall be made by mail and/or e-mail.
- B. The Chief of Police shall assemble a team of superior officers to administer the Superior Officer Oral Interview.

- C. The Chief of Police shall prepare a list of interview questions and provide the lists to the team prior to the interviews. Each answer to each question asked will be assigned a value of 5 (highest) to 1 (lowest). The score for each candidate will then be totaled at the completion of the interview.
- D. Once the scores for each candidate are totaled, the superior officers involved in the interview process shall meet to discuss the results:
  - 1. Anything found in the interview of the candidate, which causes concern for the officers involved in the interviews will be discussed among the interviewers;
  - 2. A list will be made with the rankings of each candidate based on their score.

#### **IV. Third Phase – Borough Administration Oral Interview**

- A. The Chief of Police, or designee, shall notify those candidates who have been recommended to participate in the Borough Administration Oral Interview. Notification shall be made by mail and/or e-mail.
- B. The Borough Administration Oral Interview shall consist of the Chief of Police, the Borough Administrator, Mayor, and members of the Public Safety Committee.
- C. The Chief of Police shall prepare a list of interview questions and provide the lists to the team prior to the interviews. Each answer to each question asked will be assigned a value of 5 (highest) to 1 (lowest). The score for each candidate will then be totaled at the completion of the interview.
- D. Once the scores for each candidate are totaled, the individuals involved in the interview process shall meet to discuss the results:
  - 1. Anything found in the interview of the candidate, which causes concern for the individuals involved in the interviews will be discussed among the interviewers;
  - 2. A list will be made with the rankings of each candidate based on their score.

#### **V. Conditional Offer of Employment**

- A. After the two rounds of interviews, the Chief shall make a recommendation to the Borough Council. If the Borough Council agrees, it shall pass a resolution authorizing a Conditional Offer of Employment without revealing the name of the candidate.

#### **VI. Psychological Evaluation**

**Special Note: ADA requirement, must be a Conditional Job Offer of Employment**  
<http://www.eeoc.gov/>

**A Conditional Job Offer of Employment Form shall be completed and signed by the Probationary Officer candidate prior to the administering of a Psychological Evaluation.**

- A. The Chief of Police, or designee, shall ensure that the Conditional Job Offer of Employment Form is completed and signed. The Probationary Officer Candidate shall then be notified of the evaluation.
- B. The psychological evaluation is designed to determine the candidate's fitness for duty as a police officer.
- C. The Chief of Police shall review the recommendation of the consultant's psychological evaluation report.

## **VII. Medical Examination**

**Special Note: ADA requirement, must be a Conditional Job Offer of Employment**  
<http://www.eeoc.gov/>

**A Conditional Job Offer of Employment Form shall be completed and signed by the Probationary Officer candidate prior to the administering of a Medical Evaluation.**

- A. The Franklin Borough Police Department shall pay for an applicant to be examined:
  - 1. The Chief of Police shall designate the physician and the Chief of Police, or designee, shall arrange an appointment for the Probationary Officer Candidate.
- B. All medical records are to be treated as confidential with access limited in accordance with the ADA requirements; the medical records should be kept in a separate file.

## **VIII. Background Investigation**

- A. When an applicant has successfully passed Phases I, II, III, IV, and V of this policy, a background investigation may be initiated simultaneous to the Psychological Evaluation and Medical Examinations.
- B. A background investigation will be conducted on all candidates for all positions prior to appointment that will include at least the following:
  - 1. A review of the candidate's application to confirm/verify meeting eligibility requirements for the position applied for;
  - 2. Candidates for sworn positions shall be required to complete a Personal History Booklet for review;
  - 3. A check of the applicant's driving history if driving is a requirement of the position;
  - 4. Verification of all references;
  - 5. A fingerprint check for criminal record;
  - 6. Candidates for sworn positions shall be checked against the New Jersey Central Drug and Domestic Violence Registries;

- a. All candidates for police officer shall be subject to a criminal history check prior to the selection phase paying particular to acts of domestic violence, sexual abuse, stalking, elder abuse, or child abuse, including a check of the Domestic Violence Registry to determine the existence of any active restraining orders and to determine if there is a history of domestic violence.
  - b. Police Officer Candidates shall be interviewed about any history of acts of domestic violence, sexual assault, stalking, elder abuse, or child abuse and past or present restraining orders and their disposition. Applications for employment to the position of police officer shall be amended to require information on these topics.
  - c. Those police officer candidates with a history of perpetrating acts of domestic violence, sexual assault, stalking, elder abuse, or child abuse shall be identified and declared ineligible for employment as police officers.
5. Background for candidates who are currently serving as a law enforcement officer, or formally served as a law enforcement officer, must include a review of their internal affairs file. New Jersey law enforcement agencies are generally required to disclose the entire internal affairs file of a candidate and a candidate with out-of-state law enforcement experience must waive confidentiality of their internal affairs file.

**IX. Selection Process for Non-Sworn Positions**

The selection process for non-sworn positions will be conducted in accordance with the policies and procedures outlined in Franklin Borough Code § 56-1 Employment Practices.

**Borough of Franklin, County of Sussex**  
**Resolution #2022-114**

**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 held on November 22, 2022

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)				



**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, 2022**

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 7, 2022, and posted on the Borough website, which adequate notice has been certified by the Clerk."

**PRESENTATIONS**

Jeremy Kersheo, Senior Sales Manager and Jasmine, Account Executive from Planet Networks updated the Council on the progress of installation for fiber optic internet within Franklin Borough. We are hoping within the next 30-60 days to have everything ready to go.

Mr. Snyder asked if they were done with Franklin as far as setting it up for fiber optic.

Mr. Kersheo commented that from a logistical and IT standpoint, there is a hub located by the Franklin ShopRite that is allowing us to extend our network into Franklin Borough.

Mr. Postas asked when can the residents expect to be able to use the fiber optic.

Mr. Kersheo commented that they are looking to wire the Borough Hall within 30 days and at the 60-day mark everyone in Franklin should have their service.

**COMMITTEE REPORTS**

Mr. Limon had nothing to report.

Mr. Postas had nothing to report.

Mr. Snyder commented that he and Andrew met with Bill Koppenael, County Engineer, in regards to County Route 631. The County is experiencing a shortage of engineers and any potential project could take almost 3 years to be started. There will be a safety committee meeting tomorrow at 12:30 to go over some of the issues with speed limits.

Mr. Formica commented that the personnel committee just met and there will be more discussions next month.

Mr. Skellenger commented that the auction has started for 35 Fowler Street and it ends on November 10.

Mrs. Heath commented that the rabies clinic was successful and thanked those who worked it. The recreation's trunk or treat event went well and they have new ideas for next year. Recreation will be sponsoring the Holiday Tree Lighting at the pond starting at 5pm on Saturday, November 26 and there will be a hot chocolate bar for all attendees. Mr. Formica and other volunteers are starting to work on replacing

**MAYOR & COUNCIL MEETING MINUTES NOVEMBER 9, 2022**

some of the lights. Recreation is also discussing having the Holiday Residential Lighting contest. There is a Safety Committee meeting tomorrow at 12:30.

Mayor Sowden asked about the trees being decorated.

Mr. Formica commented that only one tree will be lit due to the fact that the trees are getting large. Brian is contacting JCP&L to come fix the lighting box for the tree.

Mr. Snyder commented that the solar ordinance will be discussed with the attorney and brought back for discussion.

Mayor Sowden commented that the scarecrow contest went well and thanked those involved.

Mrs. Tremont had nothing to report.

Mr. Bernath commented that the best practices inventory has been completed and based on our answers we will receive all of our state aid. Mr. Bernath has reached out to Sparta Township as our 9-1-1 dispatch shared service is up at the end of this year. Mr. Bernath received Mr. Bolcato's letter regarding Hillside Estates and the renewal of their license and based on his response Mr. Bernath sees no issues with renewing the license.

Mr. Ursin had nothing to report.

**OPEN PUBLIC SESSION**

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

Mrs. Carol Truhan, 20 Nestor Street Franklin stepped forward. Mrs. Truhan asked if there were any updates on the parking issues. Asked if there was a timeline when the issue might be updated.

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. Skellenger. 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 Walpack in response to a proposal to change the designation of the Delaware Water Gap National Recreation Area to the Delaware River National Park and Lenape Preserve.
2. Letter dated October 30, 2022 from Joe and Diane Strongosky acknowledging the helpfulness of the Borough employees.

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

1. Police Department Report – September 2022
2. Zoning Department Report – September and October 2022
3. DPW Report – October 3-October 7
4. DPW Report – October 10-October 14
5. DPW Report – October 17-October 21

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

1. None filed.

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

1. Resolution #2022-112 to approve a budget transfer in the amount of \$10,000.
2. Payment of bills for the meeting of November 9, 2022.

Mr. Postas made a motion to approve the consent agenda of November 9, 2022. Seconded by Mr. Limon.

## MAYOR & COUNCIL MEETING MINUTES NOVEMBER 9, 2022

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

### **OLD BUSINESS**

#### Resolution #2022-113

Mr. Postas made a motion to approve Resolution 2022-113 authorizing entering into a contract with J. Caldwell and Associates, LLC for professional consulting services in the amount of \$9,850.00. Seconded by Mr. Limon.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

#### Discussion on Redevelopment Study & Redevelopment Plan for 50 Washington Avenue

Mr. Ursin explained the property and how to move forward. Mr. Ursin also explained the benefits and possible options to develop the property.

Mr. Postas asked why would a business be interested in this property when there is other vacant properties along Route 23.

Mr. Formica commented that he has had some discussion with the Franklin Borough School and the Board of Education is going to decide whether they want to move forward and are interested. Mr. Formica commented that he would like to wait for the school to make their decision.

### **NEW BUSINESS**

#### Approval of the Minutes

Mr. Skellenger made a motion to approve the regular meeting minutes for October 25, 2022. (Absent: None) Seconded by Mr. Postas.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

#### Planet Networks, Inc. Proposal and Agreement

Mr. Skellenger made a motion to approve business fiber internet services in the amount of \$899.75 per month as per proposal #37913, dated November 1, 2022 contingent upon attorney review of the contract. Seconded by Mr. Postas.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

#### Hillside Estates Mobile Home Park License Renewal

Mr. Formica made a motion to approve the renewal of the 2023 Mobile Home Park License for Hillside Estates at Franklin, LLC. Seconded by Mr. Limon

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

#### Resolution #2022-114

Mrs. Heath made a motion to approve SOP for Sworn Police Officers as approved and recommended by Chief Cugliari. Seconded by Mr. Skellenger.

Mr. Limon asked if the residency requirement can be added and why is this coming out now.

Mr. Postas commented that we have an ordinance for hiring preference, can this be incorporated into this hiring policy.

**MAYOR & COUNCIL MEETING MINUTES NOVEMBER 9, 2022**

Mr. Ursin explained why this was being brought to the Governing Body.

Mr. Postas made a motion table Resolution 2022-114 until the next meeting, seconded by Mrs. Heath.

Upon roll call vote:

Ayes: Heath, Limon, Postas, Skellenger, Snyder

Nays: Formica Absent: None Abstentions: None

**Adoption of Ordinance #15-2022**

Mr. Snyder made a motion to adopt ordinance 15-2022 entitled "AN ORDINANCE OF THE BOROUGH OF FRANKLIN, COUNTY OF SUSSEX, AND STATE OF NEW JERSEY MODIFYING SECTION 259-2 REGARDING PARKING". Seconded by Mr. Postas.

Prior to final roll call Mayor Sowden requested a motion to open the meeting to the public for any comments regarding Ordinance 15-2022. Mr. Formica made a motion to open to the public ordinance 15-2022, seconded by Mr. Postas. All were in favor.

There being no one present who wished to address the governing body, Mr. Snyder made a motion to close to the public ordinance 15-2022, seconded by Mr. Postas. All were in favor.

Upon roll call vote:

Ayes: Formica, Heath, Postas, Skellenger, Snyder

Nays: Limon Absent: None Abstentions: None

**Adoption of Ordinance #16-2022**

Mrs. Heath made a motion to adopt ordinance 16-2022 entitled "BOND ORDINANCE PROVIDING FOR THE ACQUISITION OF NON-PASSENGER VEHICLES FOR THE POLICE DEPARTMENT IN AND FOR THE BOROUGH OF FRANKLIN, IN THE COUNTY OF SUSSEX, STATE OF NEW JERSEY (THE "BOROUGH"); APPROPRIATING \$225,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF \$214,285 BONDS OR NOTES OF THE BOROUGH TO FINANCE PART OF THE COSTS THEREOF". Seconded by Mr. Skellenger.

Prior to final roll call Mayor Sowden requested a motion to open the meeting to the public for any comments regarding Ordinance 16-2022. Mr. Skellenger made a motion to open to the public ordinance 16-2022, seconded by Mr. Formica. All were in favor.

There being no one present who wished to address the governing body, Mr. Postas made a motion to close to the public ordinance 16-2022. Seconded by Mr. Skellenger. All were in favor.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

**Introduction of Ordinance #17-2022**

Mrs. Heath made a motion to introduce ordinance 17-2022 entitled "AN ORDINANCE OF THE BOROUGH OF FRANKLIN, COUNTY OF SUSSEX, AND STATE OF NEW JERSEY REPLACING SECTION 200-6, REGARDING PEDDLERS LICENSES". Seconded by Mr. Skellenger.

Mayor Sowden announced that the public hearing will be held on December 20, 2022.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

**MAYOR & COUNCIL MEETING MINUTES NOVEMBER 9, 2022**

**Peddlers, Hawkers, Solicitors and Canvassers Permit Application**

Mrs. Heath made a motion to approve the revisions to the peddlers, hawkers, solicitors and canvassers permit application. Seconded by Mr. Skellenger.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

**Discussion on Water Tank Bid Specs**

Mr. Formica asked if it was possible to add a price quote for 1 tone painting and lettering of Franklin Borough in bold only for comparison.

**Discussion on Franklin Borough Sign**

Mr. Formica asked which sign everyone liked.

Mr. Formica will ask the vendor to add colors to options 2, 3 and 6.

**MISCELLANEOUS COMMENTS**

There were no miscellaneous comments.

**ADJOURNMENT**

There being no further items for discussion by the Mayor and Council, Mr. Postas made a motion to adjourn the meeting at 8:19p.m., seconded by Mr. Skellenger. All were in favor.

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John M. Sowden IV, Mayor

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Darlene J. Tremont, Municipal Clerk

# Borough of Franklin, County of Sussex

## Resolution #2022-115

### AUTHORIZING THE APPOINTMENT OF DEPUTY MUNICIPAL COURT ADMINISTRATOR

**WHEREAS**, N.J.S.A. 2B:8-1 et seq. the Municipal Court of the Borough of Franklin, Sussex County has been established; and

**WHEREAS**, the Borough of Franklin entered into a Municipal Court Shared Services Agreement on February 1, 2022, with the Township of Hardyston; and

**WHEREAS**, it is required by the Administrative Office of the Courts (AOC) the position of Deputy Municipal Court Administrator be included in Municipal Court Offices; and

**WHEREAS**, Suzann Brush is currently serving as both part time Violations Clerk in the Franklin Borough Municipal Court and Recreation Secretary; and

**WHEREAS**, Suzann Brush has now successfully completed and passed POMCA I and II, and is now conditionally accredited to be Deputy Court Administrator; and

**WHEREAS**, the volume of work has increased in the now Franklin-Hardyston Shared Municipal Court Office requiring the Deputy Court Administrator position to be a full time position; and

**WHEREAS**, the Municipal Clerk/Administrator and Municipal Court Administrator in conjunction with the AOC has conducted interviews to fill the position of Deputy Court Administrator; and

**WHEREAS**, the Personnel Committee, Administrator and Municipal Clerk recommends the appointment of Suzann Brush as full time Deputy Municipal Court Administrator, 35 hours per week at the annual salary of \$42,000 and continue her responsibilities as part time Recreation Secretary inclusive of her hours, effective December 1, 2022; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Franklin, County of Sussex, State of New Jersey, does hereby appoint Suzann Brush as Deputy Municipal Court Administrator and Recreation Secretary at the annual salary of \$42,000.00, effective December 1, 2022.

**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 November 22, 2022.

\_\_\_\_\_  
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)				

Susan Chait  
Trial Court Administrator

**Stuart A. Minkowitz**  
Assignment Judge

Andrew M. Wubbenhorst  
Presiding Judge, Municipal Division

Rebecca Muller  
Municipal Division Manager

P.O. Box 910, Morristown, NJ 07963-0910

njcourts.gov • Tel: 862-397-5700, ext. 75110  
Fax: 862-397-5665

November 17, 2022

Honorable Glenn Gavin, J.M.C.  
Franklin-Hardyston Shared Municipal Court  
46 Main Street  
Franklin, NJ 07416

**Re: Appointment of Deputy Court Administrator**

Dear Judge Gavin:

I am in receipt of the recommendation submitted on behalf of the November 17, 2022, interview panel. Pursuant to Rule 1:34-3, I approve the selected candidate, Suzann Brush-Babcock, as Deputy Municipal Court Administrator for the Franklin-Hardyston Shared Municipal Court.

Thank you and the panel for its recommendation.

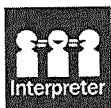
Very truly yours,

*Stuart A. Minkowitz A.J.S.C.*

Honorable Stuart A. Minkowitz, A.J.S.C.

SAM: dml

cc: Rebecca Muller, Municipal Division Manager



# Borough of Franklin, County of Sussex

## Resolution #2022-116

### RESOLUTION OF THE GOVERNING BODY OF THE BOROUGH OF FRANKLIN

**WHEREAS**, the Borough of Franklin has authorized an auction of a municipally owned property no longer needed for public purposes by Ordinance 13-2022;

**WHEREAS**, the Borough has authorized the retention of Max Spann Real Estate and Auction Company to conduct an online auction process;

**WHEREAS**, the auction closed on November 10, 2022;

**WHEREAS**, the highest bidder was Zennetti Cinar in the amount of \$115,000.00;

**WHEREAS**, the Borough Council has reviewed the bid and finds it acceptable;

**NOW THEREFORE IT BE RESOLVED** by the Mayor and Council of the Borough of Franklin that the bid for the property 35 Fowler Street also known as Block 901 Lot 1 is hereby accepted and authorize the execution of the real estate contract.

### CERTIFICATION

I, Darlene J. Tremont, Borough 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 meeting of said Governing Body held on November 22, 2022.

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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)				





Franklin Hardyston Court &lt;franklinhardystoncourt@franklinborough.org&gt;

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**Franklin PD**

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jgrey63301@aol.com &lt;jgrey63301@aol.com&gt;

Thu, Nov 17, 2022 at 11:19 AM

Reply-To: jgrey63301@aol.com

To: "franklinhardystoncourt@franklinborough.org" &lt;franklinhardystoncourt@franklinborough.org&gt;

Lori:

I would be interested in taking on the Franklin PD position if the town administrator would approve.

If we are staying with the initial appearance and CMC prior to coming in, maybe the Judge will allow pleas at CMC if the case is ready.

Lets plan on the 4th Wednesday of the month for any PD matters if I am appointed.

Thanks  
John Grey

John Grey, Esq.  
3125 Route 10 East  
Suite 2C  
Denville NJ 07831  
(201) 317-3973  
john@greylawoffice.com



**RECEIVED**  
 NOV 07 2022  
 Borough of Franklin  
 Office of Municipal Clerk

**BOROUGH OF FRANKLIN**  
 46 Main Street  
 Franklin, NJ 07416

John M. Sowden, IV, Mayor  
 Deborah Bonanno, Administrator  
 Darlene J. Tremont, Municipal Clerk  
 Phone: 973/827-9280 x 101  
 Fax: 973-827-9279

**VOLUNTEER APPLICATION  
 FOR APPOINTMENT TO BOARDS OR COMMITTEES**

Mail, Fax or Deliver to Darlene Tremont, Municipal Clerk

NAME: James T AFFINITO

DATE: 10/31/2022

HOME ADDRESS: 25 Ben Franklin Dr.  
 Franklin, NJ 07614

BUSINESS ADDRESS: 280 N. MIDDLE AVE  
 SADDLE BROOK, NJ 07663

PHONE: [REDACTED]

PHONE: 201-796-0222

FAX: \_\_\_\_\_

FAX: \_\_\_\_\_

*I would like to be considered for appointment to the following Board or Committee as a volunteer member.*

1<sup>st</sup> CHOICE: RECREATION

2<sup>nd</sup> CHOICE: \_\_\_\_\_

*Please complete the following, attach resume if possible or additional background information.*

1. EDUCATIONAL BACKGROUND: MANCHESTER REG H.S.  
 HALEDDON

2. RELEVANT WORK/PROFESSIONAL EXPERIENCE: \_\_\_\_\_  
10 years EXPERIENCE COACHING SOFTBALL +  
SOCCER. 10 years Exp Umpiring.

3. INVOLVEMENT IN PROFESSIONAL AND COMMUNITY ORGANIZATIONS: WANANOE SOFTBALL  
WANANOE FIRST AID SQUAD, WANANOE SOCCER

4. PREVIOUS SERVICE ON ANY BOARD, COMMISSION OR POSITION: \_\_\_\_\_  
WANANOE OPEN SPACE

5. DESCRIBE BRIEFLY WHY YOU ARE SEEKING THE APPOINTMENT: \_\_\_\_\_  
MOSTLY TO HELP WITH THE 9/11 CEREMONY  
AND DEVELOP MORE PROGRAMS FOR  
RECREATION

SIGNED: [Signature]

DATE: 10/31/2022

*This application will be kept on file for three years.*