

**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 28, 2025**

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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 12, 2025, and posted on the Borough website, which adequate notice has been certified by the Clerk."
- D. **PRESENTATIONS**  
Michael Christensen – Eagle Scout Project
- Jessica Caldwell
- a. Affordable Housing
  - b. Historic Designation
- 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 reorganization meeting minutes for January 7, 2025. (Absent: None)
  - 2. **Approval of the Minutes** for the regular meeting minutes for January 14, 2025. (Absent: None)
  - 3. **Resolution 2025-20** authorizing the submission and execution of a grant agreement to the New Jersey Department of Community Affairs in the amount of \$150,000.

**REGULAR AGENDA – MAYOR AND COUNCIL MEETING JANUARY 28, 2025**

4. Resolution 2025-21 refining the Department of Community of Affairs (DCA) calculation for the fourth round affordable housing prospective need obligations and accepting the DCA's calculation of the present need rehabilitation.
5. Adoption of Ordinance 01-2025 entitled "BOROUGH OF FRANKLIN SUSSEX COUNTY, NEW JERSEY CALENDAR YEAR 2025 ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 40A: 4-45.14)

**Prior to final roll call Mayor Sowden will request a motion to open the meeting to the public for comments regarding Ordinance 01-2025.**

6. Congregate Nutrition Program Shared Services Agreement - to approve the Shared Service Agreement between the County of Sussex and the Borough of Franklin for the Franklin Congregate Nutrition Programs from January 1, 2025 to December 31, 2025 in the amount of \$27,700.00.
7. Approval of NJ State Firemen's Association Membership Application  
To approve the application for membership of William J. VanTassel Jr., 28 Nestor Street, Franklin, as Firematic member to the Franklin Fire Department as endorsed by Corey Houghtaling, Franklin Fire Department Chief.
8. Peddlers Permit Application to approve the peddler permit submitted by Curtis Pandorf – Hot Dog Truck located at 76 Route 23, Franklin.

**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 ORGANIZATION MEETING  
OF THE MAYOR AND COUNCIL  
OF THE BOROUGH OF FRANKLIN  
HELD AT THE FRANKLIN MUNICIPAL BUILDING  
46 MAIN STREET, FRANKLIN, NJ AT 6:00PM ON  
JANUARY 7, 2025**

Mayor Sowden called the meeting to order.

Mayor Sowden stated "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 by the Clerk."

Mayor Sowden led the assembly in the flag salute.

**Roll Call of 2024 Borough Council Members**

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

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

**Oaths of Office**

- a. **Ms. Little** read the "Statement of Determination" of the Board of County Canvassers.
- b. **Ms. Little** administered 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** administered the Oath of Office to Councilwoman-elect **Rachel Heath** for a three-year term as Councilwoman of the Borough of Franklin.
- d. **Ms. Little** administered the Oath of Office to Councilman-elect **Gilbert Snyder** for a three-year term as Councilman of the Borough of Franklin.

**Roll Call of 2025 Borough Council Members**

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

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

**Council Appointment: Council President**

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

Mr. Snyder nominated Mr. Skellenger as the Council President for the year 2025. Seconded by Mr. Limon.

Mrs. Carnes commented that as being new to the Council coming into this year, the process seemed very vague and stated that her vote will reflect as such.

Upon roll call vote:

Ayes: Heath, Limon, Skellenger, Snyder

Nays: None Absent: None Abstentions: Carnes, Formica

**Fire Department Chief and Line Officers**

- a. **Mayor Sowden** recognized the Chief of the Franklin Fire Department for 2025, Corey Houghtaling.
- b. **Ms. Little** administered the Oath of Office to the Chief of the Franklin Fire Department for 2025, Chief Houghtaling.

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- c. **Ms. Little** recognized Fire Chief Houghtaling who will introduce the 2025 Line Officers and Administrative Officers of the Franklin Fire Department.
- d. **Ms. Little** administered the Oath of Office to the **Line Officers and Administrative Officers** of the Franklin Fire Department for 2025.

**Mayor's Appointments**

At this time, **Mayor Sowden** presented 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, Esq.
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

Mr. Formica made a motion to confirm the Mayor's Appointments. Seconded by Mr. Limon.

Upon roll call vote:  
Ayes: Carnes, Formica, Heath, Limon, Skellenger, Snyder  
Nays: None Absent: None Abstentions: None

**Appointments: Planning Board**

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

Mr. Skellenger made a motion to nominate Councilman Formica to serve as the Class III member for a 1-year term to the Planning Board. Seconded by Mr. Snyder.

Upon roll call vote:  
Ayes: Carnes, Formica, Heath, Limon, Skellenger, Snyder  
Nays: None Absent: None Abstentions: None

**Mayor Sowden** made 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

Mrs. Heath made a motion to confirm the Mayor's Appointments. Seconded by Mrs. Carnes.

Upon roll call vote:  
Ayes: Carnes, Formica, Heath, Limon, Skellenger, Snyder  
Nays: None Absent: None Abstentions: None

**MAYOR & COUNCIL MEETING MINUTES JANUARY 7, 2025**

**Appointments: Boards and Commissions**

**FRANKLIN/HARDYSTON JOINT RECREATION COMMITTEE**

All current Board of Recreation Committee Members 1-year term

**RECREATION COMMITTEE**

Mayor Sowden commented the **Council** shall, by motion, select a representative to serve on the Recreation Committee as Council Liaison.

Mr. Skellenger made a motion to nominate Rachel Heath to serve as the Council Liaison to Recreation. Seconded by Mrs. Carnes.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

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

Mrs. Carnes made a motion to confirm the Mayor’s Appointments. Seconded by Mrs. Heath.

Upon roll call vote:

Ayes: Carnes, Heath, Limon, Skellenger, Snyder

Nays: None Absent: None Abstentions: Formica

**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

Mrs. Heath made a motion to confirm the Mayor’s Appointments. Seconded by Mr. Carnes.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

**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

Mr. Snyder made a motion to confirm the Mayor’s Appointments. Seconded by Mr. Skellenger.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

**MAYOR & COUNCIL MEETING MINUTES JANUARY 7, 2025**

**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
Alternate #1	1-year term	Vacant
Alternate #2	1-year term	Vacant

Mayor Sowden commented the **Council** shall, by motion, select a representative to serve on the Economic Development Committee as Council Liaison.

Mrs. Heath made a motion to nominate Patricia Carnes to serve as the Council Liaison to the Economic Development Committee. Seconded by Mr. Formica.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

Mrs. Carnes made a motion to confirm the Mayor's Appointments. Seconded by Mr. Formica.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

**HISTORICAL PRESERVATION COMMISSION**

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

Mayor Sowden commented the **Council** shall, by motion, select a representative to serve on the Historical Preservation Commission as Council Liaison.

Mr. Formica made a motion to nominate Joe Limon to serve as the Council Liaison to the Historical Preservation Commission. Seconded by Mr. Skellenger.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

Mr. Formica made a motion to confirm the Mayor's Appointments. Seconded by Mr. Skellenger.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

**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

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Mr. Limon commented that he will volunteer to be on this committee if the need arises.

Mrs. Carnes made a motion to confirm the Mayor’s Appointments. Seconded by Mr. Formica.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

**COMMUNITY RELATIONS:**

Council Representative: Patricia Carnes

Mrs. Heath made a motion to confirm the Mayor’s Appointment. Seconded by Mr. Skellenger.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

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

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

Mr. Formica made a motion to confirm the Mayor’s Appointment. Seconded by Mrs. Heath.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

**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:**

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

Mr. Skellenger made a motion to confirm the Mayor's Appointments. Seconded by Mrs. Heath.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

**Approval of Consent Agenda**

**Mayor Sowden** requested 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.

**RESOLUTION #2025-01 – PROFESSIONAL SERVICES**

To adopt a Professional Services Resolution #2025-01 for various professional services (Borough Attorney, Borough Auditor, etc.).

**RESOLUTION #2025-02 - TEMPORARY BUDGET – CURRENT FUND**

To adopt resolution #2025-02, 2025 Temporary Municipal Budget Current Fund and sewer and water temporary operating budgets with attached exhibit A entitled Borough of Franklin 2025 Temporary Budget Exhibit A.

**RESOLUTION #2025-03 – RATES OF INTEREST/DELINQUENT TAX PENALTY**

To establish the rate of interest to be charged for non-payment of taxes and water/sewer bills, on or before the date when they would become delinquent and to authorize the Tax Collector to charge a six percent penalty to a taxpayer with a delinquency in excess of ten thousand dollars, who fails to pay the delinquency prior to the end of the calendar year, as per the attached Resolution #2025-03.

**RESOLUTION #2025-04 - OVERPAYMENT/UNDERPAYMENT OF TAXES**

To authorize the Tax Collector to cancel any record of overpayment or underpayment of taxes in the amount of \$10.00 or less for the calendar year 2024, in accordance with the provisions of N.J.S.A. 54:4-99, as per the attached Resolution #2025-04.

**RESOLUTION #2025-05 – MEETING DATES**

To establish the regular meeting nights of the Mayor and Council for the calendar year 2025, as per the attached Resolution #2025-05.

**RESOLUTION #2025-06 – OFFICIAL NEWSPAPERS**

To designate the New Jersey Herald and the New Jersey Sunday Herald of Newton, N.J. to be the official newspapers of the Borough of Franklin for the year 2025, as per the attached Resolution #2025-06.

**RESOLUTION #2025-07 – DEFENSE AGAINST TAX APPEALS**

To adopt Resolution #2025-07 to authorize the Borough Attorney and the Borough Tax Assessor to defend the Borough of Franklin against all tax appeals filed during the calendar year 2025.

**RESOLUTION #2025-08 – PAYMENT OF RECURRING BILLS RESOLUTION**

To adopt a Resolution #2025-08 for payment of recurring bills.

**RESOLUTION #2025-09 – TO ADOPT A CASH MANAGEMENT PLAN**

To adopt Resolution #2025-09 for the year 2025, to serve as the cash management plan of Franklin Borough.

**RESOLUTION #2025-10 – REAUTHORIZING PETTY CASH FUNDS FOR CALENDAR YEAR 2025.**

To adopt Resolution #2025-10 reauthorizing petty cash funds for the calendar year 2025.



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**RESOLUTION #2025-11 – DESIGNATING DEPUTY CUSTODIANS OF PUBLIC RECORDS.**

To adopt Resolution #2025-11 designating Deputy Custodians of public records.

**RESOLUTION #2025-12 - DESIGNATING PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.)**

To adopt Resolution #2025-12 designating Public Agency Compliance Officer (P.A.C.O.).

**MINUTES OF MEETINGS**

A motion is in order to direct that copies of the minutes of meetings be made and delivered to each meeting of the Governing Body at least 24 hours prior to the next regular council meeting, in order that the reading of the minutes may be dispensed with at the meeting.

**RULES OF THE MAYOR AND COUNCIL**

A motion is in order to adopt the Rules and Regulations of the Mayor and Council of the Borough of Franklin for the calendar year 2025.

**FIRE DEPARTMENT LINE OFFICERS**

A motion is in order to approve the ratification of 2025 Line Officers for the Franklin Fire Department, as per the recommendations submitted by Chief Corey Houghtaling.

**FIRE PREVENTION BUREAU ATTORNEY**

A motion is in order to approve the Borough Attorney as the official Fire Prevention Bureau Attorney for the calendar year 2025, in accordance with the requirements of the Uniform Fire Code.

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

Mrs. Heath made a motion to approve the consent for January 7, 2025. Seconded by Mr. Formica.

Mayor Sowden asked that Resolution 2025-01 be removed from the consent agenda and be considered separately.

Mrs. Heath made a motion to approve the consent for January 7, 2025 with the removal of Resolution 2025-01. Seconded by Mr. Formica.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

Mayor Sowden commented that he has a concern with Van Cleef Associates for the contract of Borough Engineers. Mayor Sowden commented that Mike Vreeland as the principal engineer for the Borough of Franklin, which is already our water/sewer engineer and I feel he is very effective in those positions but I wonder if the council has looked into the fact that he would be going in a lot of other different directions and whether or not that is a good move at this time. He was also comparing the pricing per hour for each proposal received and he noticed that the numbers were a little higher and the other concern is that we have used French & Parrello for 3 years now and that have a lot of institutional knowledge as to what has been going on in Franklin and what grants we are going after. They have also done some design effects for us. He wondered going forward will the engineer from VanCleef feel comfortable with that or will we have to rebuild the project we are working on. Mayor Sowden commented that he would like to have more information on this.

Mr. Formica commented that as far Mr. Vreeland, we are just approving Van Cleef as the engineer. As far Mr. Vreeland being the head engineer that would be something done internally at Van Cleef. I know for the past couple years there has been some issues with French and Parrello. There are still on going issues/current ones that need to be

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remediated. Mr. Formica commented that as for the projects that they are working some are being wrapped up and none were committed; they were only concepts.

Mayor Sowden commented that the Council has reviewed this and he has a different opinion about the engineer. He would want to make sure that Mike Vreeland is not always the engineer on these projects because he can only go in so many different directions.

Mr. Skellenger made a motion to accept Resolution 2025-01, VanCleeef. Seconded by Mr. Formica.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

### Mayor's Statement

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

Mayor Sowden thanked everyone for attending tonight's meeting and wished everyone a happy and healthy new year. Mayor Sowden commented that this is our 112<sup>th</sup> Reorganizational Meeting since 1913. I am proud of where we have been coming from, we are evolving which is a never ending kind of process between ourselves the Council and Mayor. Our opinions, mine are very strong about the history of Franklin and it is something that I feel great respect for because of what these people had to go through to make a living, have a family and have a decent life. I know some people vilify the Zinc Company and say that they were slave drivers. For that era of time, I do not think that there were very many companies out there that were too concerned. I have to say that the Zinc Company did build a hospital, built the neighborhood house and they did a lot to educate the "foreigners" that were coming in at that time so that they could speak English, how they brought their children up, there was a lot. I find it hard, yes on one hand, I find part of the problem that the Zinc Company was somewhat of a villain but still they had the right ideas and they made this town work from the 1880's to 1913. I do not want to forget that and I really hope that I can educate the Council in that so that they will have the same kind of respect or ideas about our past and how we can capitalize on it. We have got a lot of good projects going such as the rails to trails, development of the lands around Franklin. We are trying to make Franklin a cost effective town and I think we are getting there but it is not an easy task. I hope we can all work well together and understand a lot of our misconceptions and misinformed ideas and make this a better town that it is already.

### Council Comments

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

Mr. Limon commented that he echoes the Mayor's statements. I would love to see Franklin always remember its past. I know we have an individual out there (Mrs. Williams) who is a very upbeat lady about it along with Phil Crabb and looking forward to working with the Historian. One other thing I learned over the last few years, this is not 1968, things evolve and its not the same but we also want it remembered. I just want to hope that we can keep our portion of the taxes down. Thank you for letting me work with you and hopefully we can look forward.

Mrs. Carnes thanked everyone for coming out this evening. Mrs. Carnes stated that she is looking forward to working with the Council this year.

Mr. Snyder thanked everyone for coming out this evening. Mr. Snyder commented that there is a lot that needs to be done and we will be working on it this year. Mr. Snyder thanked the dedicated employees of the town and they have done a great job and the year to come.

Mrs. Heath read the following statement:

I would like to wish everyone a happy, healthy and prosperous New Year.

**MAYOR & COUNCIL MEETING MINUTES JANUARY 7, 2025**

Congratulations Councilman Snyder on your re-election and congratulations Councilwoman Carnes on your election; welcome aboard. Congratulations to 2025 Council President Stephen Skellenger.

Thank you to our Volunteer Franklin Fire Department, the volunteer Walkkill Valley First Aid Squad as well as all the volunteers on all of the Borough Boards and Committees. "Volunteers do not necessarily have the time: they just have the Heart."

Thank you to the Franklin PD, DPW and our office staff for all their hard work and dedication.

Thanks to Councilman Formica for your guidance and knowledge.

My wonderful family who always are there to support me (whether they agree with me or not); and to my dear friends who make my life fun. Thank you all!

2025 is a new beginning with our new administrator Neil Spidaletto and our new RMC Colleen Little (Darlene did leave us in good hands).

I am looking forward to working with the Mayor and Council moving forward with many new projects in 2025.

Mr. Skellenger wished everyone a happy new year. Mr. Skellenger thanked everyone for their support and congratulated Mrs. Carnes, Mr. Snyder and Mrs. Heath for being sworn in this evening and I look forward to working with you. We have a lot of exciting things for 2025; one being that the real id deadline is this year and we are trying to set a date of the MVC Mobile Unit to come to Franklin, hopefully in March. Mr. Skellenger looks forward to working with everyone this year.

Mr. Formica thanked all the volunteers, first responders and staff; you guys really make the town run. Being up here you get to make some difficult decisions but you guys are really our day to day operations and you really mean a lot. It is kind of easy, in a way, to be a good councilperson when you have a great staff around you. Mr. Formica is looking forward to this year; there are some projects to finish up and new ones to start. There are still some areas we can improve on and to move forward but still pay homage to our history; we have to find a happy balance to do that. Looking forward to working with everyone this year.

**ADJOURNMENT**

There being no further items for discussion by the Mayor and Council, Mr. Formica made a motion to adjourn the meeting at 6:52p.m., seconded by Mr. Skellenger.

All were in favor.

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John M. Sowden IV, Mayor

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Colleen L. Little, Municipal Clerk

**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 14, 2025**

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: Mrs. Carnes, Mr. Formica, Mrs. Heath, Mr. Limon, 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 12, 2025, 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**

Mrs. Heath had nothing to report.

Mr. Skellenger commented that the Motor Vehicle Commission's Mobile Unit will be coming to Franklin Borough on Saturday, March 29, 2025 from 9am until 2pm. Appointments will be for real id's, registration renewal and duplicate titles. The appointments should open up about a month before.

Mr. Formica commented that we are still looking into the hand railings to come into Borough Hall. Jesse found a company that gave us a quote but we want to verify that they do returns back into the wall to prevent items from catching on it. Mr. Formica commented that it was discussed last year a little bit about changing out two water fountains to get rid of bottles and go to electronic ones. Mr. Formica would like to meet with the ordinance committee after this meeting.

Mr. Limon commented that there was a personnel and negotiations committee meeting prior to this meeting regarding the public works contract.

Mrs. Carnes commented that the EDC Committee met last Thursday and we have been talking about different things. We will be reaching out to JC Promotions to follow up where we left off at the end of last year with possibly coming to two pond side markets this year. We also talked about getting the business together on a quarterly basis, like a meet and greet. We also talked about sending out questionnaires to the business owners. Getting the word out about attending the meetings; you do not have to be a member to attend.

Mr. Snyder commented that he would like to meet with the committees that he is on.

Mr. Spidaletto commented that the road striping will be done closer to the spring due to the weather conditions. Mr. Spidaletto commented that there are a couple of hire resolutions on the agenda for tonight for the DPW. The grant writers have been hard at work submitting some grants; we have already submitted a couple on the fire side and we submitted the one for Cork Hill Road. I have spoken to Councilman Formica about the Recreation Grant. There was a personnel/negotiations meeting held prior to this meeting regarding the DPW Contract.

Ms. Little commented that Congressman Gottheimer's office will be doing mobile office before the next council meeting on January 28, 2025 starting at 6pm.

Mr. Ursin had nothing to report.

Mayor Sowden had nothing to report.

**MAYOR & COUNCIL MEETING MINUTES JANUARY 14, 2024**

**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. Skellenger. All were in favor.

Ms. Eve Soares stepped forward. Ms. Soares asked about the status of what is going on with the Zinc property.

Mr. Ursin commented that the Council passed a redevelopment plan so that permits a certain amount of development with certain parameters. The Council and any town official really have no role until an application is filed. Whatever is going on right now is the property owner or developers due diligence in deciding on a plan moving forward.

Ms. Soares commented that in reading the past minutes, she read that some roads that are considered not town owned that they are thinking of not plowing and she is wondering what particular roads they are.

Mayor Sowden commented that as it stands right now, we are taking care of those roads until next spring and at that time we will have dialogue with people that live along those roads.

Mr. Formica commented that it was found out that it is not actually a road but because of what you said with a rolling hill in the front, is the reason that our DPW is plowing that road for safety reasons to allow first responders access to those properties.

Mr. Ursin commented for this year. We should not be snow plowing a private road.

Ms. Soares asked if there is a status on the Historical Designation.

Mayor Sowden commented that there will be hearing.

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. Township of Frankford Resolution demanding immediate transparency by the State of New Jersey and Federal Authorities regarding drone activity throughout Frankford Township, Sussex County and the State of New Jersey.
2. Borough of Hopatcong Resolution regarding drone activity.
3. Letter from SCMUA in re: Actual Annual Charge FY2024 and Quarterly Estimated Charge FY2025.
4. Lafayette Township Resolution in support of immediate transparency by the State of New Jersey and Federal Authorities regarding drone activity throughout Sussex County and the State of New Jersey.
5. Stillwater Township Resolution in support of immediate transparency by the State of New Jersey and Federal Authorities regarding drone activity throughout Stillwater Township, Sussex County and the State of New Jersey.
6. Montague Township Resolution demanding immediate transparency by the State of New Jersey and Federal Authorities regarding drone activity throughout Montague Township, Sussex County and the State of New Jersey.
7. Letter dated January 3, 2025 from Colleen L. Little to State of New Jersey Legalized Games of Change in re: 2024 annual raffle report

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

1. County Board of Health Report – November 2024.
2. Police Department Report – November 2024
3. Road Department Report – December 2<sup>nd</sup> – December 6<sup>th</sup>.
4. Road Department Report – December 9<sup>th</sup> – December 13<sup>th</sup>.

**MAYOR & COUNCIL MEETING MINUTES JANUARY 14, 2024**

5. Water/Sewer Report – December 9<sup>th</sup> – December 13<sup>th</sup>.
6. Water/Sewer Report – December 16<sup>th</sup> – December 20<sup>th</sup>.
7. Water/Sewer Report – December 23<sup>rd</sup> – December 27<sup>th</sup>.
8. Municipal Court Report – December 2024.
9. Water/Sewer Report – December 30<sup>th</sup> – January 3<sup>rd</sup>.

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

1. None filed.

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

1. Resolution 2025-19 authorizing a budget transfer in the amount of \$12,420.00.
2. Payment of bills for the meeting of January 14, 2025.

Mr. Limon made a motion to approve the consent agenda of January 14, 2025.  
Seconded by Mrs. Heath.

Upon roll call vote:

Ayes: Carnes, Formica, Heath, Limon, Snyder

Nays: None Absent: None Abstentions: Skellenger

**OLD BUSINESS**

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

**NEW BUSINESS**

Approval of the Minutes

Mr. Skellenger made a motion to approve the regular meeting minutes for December 17, 2024. (Absent: Mayor Sowden) Seconded by Mrs. Heath.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

Resolution 2025-13

Mr. Skellenger made a motion to adopt Resolution 2025-13 approving a temporary stipend in the amount of \$62.50 per pay (\$1,500 annually) to Diana Falica for additional duties of the recording of deposits. Seconded by Mr. Limon.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

Resolution 2025-14

Mr. Formica made a motion to adopt Resolution 2025-14 to enter into cooperative service agreement between the Borough and United States Department of Agriculture Animal and Plant Health Inspection Service in an amount not to exceed \$10,209. Seconded by Mr. Skellenger.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

Resolution 2025-15

Mr. Formica made a motion adopt Resolution 2025-15 to accept project as complete for concrete work on Hemlock Drive, Catlin Road and Junction Street. Seconded by Mr. Skellenger.

Upon roll call vote:

Ayes: Carnes, Formica, Limon, Skellenger, Snyder

Nays: None Absent: None Abstentions: Heath

Resolution 2025-16

Mr. Formica made a motion to adopt Resolution 2025-16 authorizing the hiring of Timothy Gould as a full time laborer for Department of Public Works Roads Division at \$25.00 per hour. Seconded by Mr. Skellenger.

**MAYOR & COUNCIL MEETING MINUTES JANUARY 14, 2024**

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

**Resolution 2025-17**

Mr. Skellenger made a motion adopt Resolution 2025-17 to approve the Franklin Fire Department 2025 Coin Toss Fundraisers on February 22<sup>nd</sup> and 23<sup>rd</sup>, April 26<sup>th</sup> and 27<sup>th</sup>, July 19<sup>th</sup> and 20<sup>th</sup> and November 22<sup>nd</sup> and 23<sup>rd</sup> at the intersection of State Route 23 North and South and Franklin Avenue. Seconded by Mrs. Heath.

Upon roll call vote:

Ayes: Carnes, Formica, Heath, Skellenger, Snyder

Nays: None Absent: None Abstentions: Limon

**Resolution 2025-18**

Mr. Limon made a motion to adopt Resolution 2025-18 to authorize the hiring of a Laborer for snow removal on an as needed basis in the Department of Public Works at the rate of \$24.83 per hour. Seconded by Mr. Formica.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

**Introduction of Ordinance 01-2025**

Mr. Snyder made a motion to introduce Ordinance 01-2025 entitled "BOROUGH OF FRANKLIN SUSSEX COUNTY, NEW JERSEY CALENDAR YEAR 2025 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 January 28, 2025.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

**Peddler's Permit Application**

Mrs. Carnes made a motion to approve the peddler permit submitted by Joseph Obermeyer – solicitation for solar panels. Seconded by Mr. Snyder.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

**Mayoral Appointment**

Mayor Sowden made the following appointment.

**Crossing Guard Hire**

Jeff Salerno as substitute crossing guard at the rate of \$15.71/hr. effective January 15, 2025, contingent upon successful physical and background check, as recommended by Rebecca Babcock, Crossing Guard Captain.

Mr. Limon made a motion to confirm the mayors appointment of Jeff Salerno as a substitute crossing guard. Seconded by Mrs. Heath.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

**Economic Development Consultant**

Mrs. Carnes made a motion to approve entering into a contract with Overcoat, LLC for Economic Development Consultant at a rate of \$1,650 per month. Seconded by Mr. Snyder.

**MAYOR & COUNCIL MEETING MINUTES JANUARY 14, 2024**

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

**MISCELLANEOUS COMMENTS**

Mr. Snyder asked if there was an update on the Rowett property. Mr. Snyder asked if we are going to do anything with that building and other buildings throughout the town.

**ADJOURNMENT**

There being no further items for discussion by the Mayor and Council, Mr. Snyder made a motion to adjourn the meeting at 7:32p.m., seconded by Mr. Skellenger.

All were in favor.

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John M. Sowden IV, Mayor

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Colleen L. Little, Municipal Clerk



**COUNTY OF SUSSEX  
BOROUGH OF FRANKLIN  
RESOLUTION #2025-20**

**Whereas**, the \_\_\_\_\_ **Borough of Franklin**  
(formal name of organization)

desires to apply for and obtain a grant from the New Jersey Department of Community Affairs for approximately **\$150,000** to carry out a project to revitalize the Franklin Borough Pond Recreation Area. The project includes but is not limited to adding pickle ball courts and softball dugouts at the Franklin Pond Park.

**Be it therefore RESOLVED**,

- 1) that the Borough of Franklin does hereby authorize the application for such a grant; and,
- 2) recognizes and accepts that the Department may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of any such grant agreement; and also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of the agreement between

\_\_\_\_\_ **Borough of Franklin**  
(formal name of organization)

and the New Jersey Department of Community Affairs.

**Be it further RESOLVED**, that the persons whose names, titles, and signatures appear below are authorized to sign the application, and that they or their successors in said titles are authorized to sign the agreement, and any other documents necessary in connection therewith:

\_\_\_\_\_  
(signature)  
Neil Spidaletto  
\_\_\_\_\_  
(type or print name)  
Administrator  
\_\_\_\_\_  
(title)

\_\_\_\_\_  
(signature)  
\_\_\_\_\_  
(type or print name)  
\_\_\_\_\_  
(title)

**CERTIFICATION:**

I, \_\_\_\_\_ Colleen L. Little, the Municipal Clerk, \_\_\_\_\_  
(name of Board Secretary / Government Clerk) (title of position - Board Secretary or Government Clerk)  
of Borough of Franklin hereby certify that at a meeting of the Governing Body held on January 28, 2025 the above **RESOLUTION** was duly adopted.

AFFIX GOV'T,  
CORPORATE OR  
NOTARY SEAL

\_\_\_\_\_  
(Colleen L. Little, Municipal Clerk)

**ORDINANCE NO. 01-2025**

**BOROUGH OF FRANKLIN  
SUSSEX COUNTY, NEW JERSEY CALENDAR YEAR 2025  
ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS  
AND TO ESTABLISH A CAP BANK  
(N.J.S.A. 40A: 4-45.14)**

**WHEREAS**, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

**WHEREAS**, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

**WHEREAS**, the Mayor and Council of the Borough of Franklin in the County of Sussex finds it advisable and necessary to increase its CY 2025 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

**WHEREAS**, the Mayor and Council of the Borough of Franklin hereby determines that a 3.5% increase in the budget for said year, amounting to \$71,420 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

**WHEREAS** the Mayor and Council of the Borough of Franklin hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

**NOW THEREFORE BE IT ORDAINED**, by the Mayor and Council of the Borough of Franklin, in the County of Sussex, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2025 budget year, the final appropriations of the Borough of Franklin shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5%, amounting to \$71,420, and that the CY 2025 municipal budget for the Franklin Borough be approved and adopted in accordance with this ordinance; and,

**BE IT FURTHER ORDAINED**, that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

**BE IT FURTHER ORDAINED** that this ordinance shall be applied retroactively to be applicable to the introduction and adoption of the 2025 Municipal Budget.

Attest:

\_\_\_\_\_  
Colleen L. Little, Municipal Clerk

\_\_\_\_\_  
John M. Sowden, IV, Mayor

**NOTICE**

TAKE NOTICE that the above entitled Ordinance 01-2025 was introduced at a regular meeting of the Borough Council of the Borough of Franklin on January 14, 2025 and will be considered for final passage after public hearing at a regular meeting of the Borough Council of the Borough of Franklin to be held on January 28, 2025 at 7:00 p.m.

\_\_\_\_\_  
Colleen L. Little, Municipal Clerk

**CERTIFICATION**

I, Colleen L. Little, Clerk of the Borough of Franklin, do hereby certify that the Borough of Franklin Council duly adopted the foregoing Ordinance on the 28<sup>th</sup> day of January, 2025.

\_\_\_\_\_  
Colleen L. Little, Municipal Clerk

\_\_\_\_\_  
John M. Sowden, IV, Mayor

Introduced: January 14, 2025

Adopted: January 28, 2025

RECORD OF COUNCIL VOTES-FIRST READING					Move	2nd
COUNCIL MEMBER	AYES	NAYES	ABSTAIN	ABSENT		
PATRICIA CARNES	X					
CONCETTO FORMICA	X					X
RACHEL HEATH COUNCIL PRESIDENT	X					
JOSEPH LIMON	X					
STEPHEN SKELLENGER	X					
GILBERT SNYDER	X				X	
MAYOR SOWDEN, IV (Tie Only)						

RECORD OF COUNCIL VOTES-SECOND READING					Move	2nd
COUNCIL MEMBER	AYES	NAYES	ABSTAIN	ABSENT		
PATRICIA CARNES						
CONCETTO FORMICA						
RACHEL HEATH COUNCIL PRESIDENT						
JOSEPH LIMON						
STEPHEN SKELLENGER						
GILBERT SNYDER						
MAYOR SOWDEN, IV (Tie Only)						