

**AGENDA FOR THE ORGANIZATION MEETING  
OF THE MAYOR AND COUNCIL OF THE  
BOROUGH OF FRANKLIN  
AT 6:00PM ON  
JANUARY 6, 2026**

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

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

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

**Mayor Sowden** shall request a roll call of the 2025 Governing Body:

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

**5. Oaths of Office**

- a. **Ms. Little** will read the "Statement of Determination" of the Board of County Canvassers.
- b. **Ms. Little** will administer the Oath of Office to Councilman-elect **Concetto Formica** for a three-year term as Councilman of the Borough of Franklin.
- c. **Mr. Jeffrey Parrott, County Clerk**, will administer the Oath of Office to Councilman-elect **Stephen Skellenger** for a three-year term as Councilman of the Borough of Franklin.

**6. Roll Call of 2026 Borough Council Members**

**Mayor Sowden** will request a roll call of the **2026 Governing Body**.

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

**7. Council Appointment: Council President**

**Mayor Sowden** will open the floor for Council nominations to the position of **Council President** for 2026.

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

- a. **Mayor Sowden** will recognize the Chief of the Franklin Fire Department for 2026, **Corey Houghtaling**.
- b. **Ms. Little** will administer the Oath of Office to the Chief of the Franklin Fire Department for 2026, **Chief Houghtaling**.
- c. **Ms. Little** will recognize Fire Chief Houghtaling who will introduce the 2026 Line Officers and Administrative Officers of the Franklin Fire Department.
- d. **Ms. Little** will administer the Oath of Office to the **Line Officers and Administrative Officers** of the Franklin Fire Department for 2026.

**9. Wallkill Valley First Aid Squad Captain and Line Officers**

- a. **Mayor Sowden** will recognize the Captain of the Wallkill Valley First Aid Squad for 2026, **Jennifer Friend**.

**AGENDA FOR THE ORGANIZATION MEETING  
OF THE MAYOR AND COUNCIL OF THE  
BOROUGH OF FRANKLIN  
AT 6:00PM ON  
JANUARY 6, 2026**

- b. **Ms. Little** will administer the Oath of Office to the Captain of the Wallkill Valley First Aid Squad for 2026, Jennifer Friend.
- c. **Ms. Little** will recognize First Aid Captain Jennifer Friend who will introduce the 2026 Line and Administrative Officers of the Wallkill Valley First Aid Squad.
- d. **Ms. Little** will administer the Oath of Office to the **Line and Administrative Officers** of the Wallkill Valley First Aid Squad for 2026.

**10. Mayor's Appointments**

At this time, **Mayor Sowden** will present his nominations for appointment to the various positions of Borough Government for the year 2026.

|                                                                   |                                                                                                                                                                                                           |
|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Municipal Public Defender (1 yr.)                                 | Orlando Rodriguez                                                                                                                                                                                         |
| 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. Bolland, Premier Health                                                                                                                                                                               |
| School Crossing Guard Captain (1 yr.)                             | Rebecca Babcock                                                                                                                                                                                           |
| School Crossing Guards (1yr.)                                     | Jaymie Babcock, Kathleen Clohessey, Becky Fiedler, Michelle Grieco, Susan Hardcastle, Melissa Holland, Emelita Naklicki, John Panso, Cara Ross, Robin Saraceni, Kim Siccardi, Diane Witherby Jim Williams |
| Emergency Management Coordinator<br>(3 yrs.) (Expires 12/31/2028) |                                                                                                                                                                                                           |

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

**11. Appointments: Planning Board**

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

Member Class III      Councilmember      TBD

**12. Appointments: Boards and Commissions**

**FRANKLIN/HARDYSTON JOINT RECREATION COMMITTEE**

All current Board of Recreation Committee Members 1-year term

**RECREATION COMMITTEE**

|                 |                                       |                    |
|-----------------|---------------------------------------|--------------------|
| Council Liaison | TBD                                   |                    |
| Member          | 3-year term (term expires 12/31/2028) | Christine Affinito |
| Member          | 3-year term (term expires 12/31/2028) | Crystal Talmadge   |
| Member          | 3-year term (term expires 12/31/2028) | Jennifer Torres    |

**AGENDA FOR THE ORGANIZATION MEETING  
OF THE MAYOR AND COUNCIL OF THE  
BOROUGH OF FRANKLIN  
AT 6:00PM ON  
JANUARY 6, 2026**

**BOARD OF HEALTH**

|           |                                       |                 |
|-----------|---------------------------------------|-----------------|
| Member    | 4-year term (term expires 12/31/2029) | Aimee Zschack   |
| Member    | 4-year term (term expires 12/31/2029) | Judith Williams |
| Secretary | 1-year term (term expires 12/31/2026) | Colleen Little  |

**LOCAL EMERGENCY MANAGEMENT COUNCIL**

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

**ECONOMIC DEVELOPMENT COMMITTEE**

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

**HISTORICAL PRESERVATION COMMISSION**

|                 |                                       |              |
|-----------------|---------------------------------------|--------------|
| Ex-Officio      | 1-year term (term expires 12/31/2026) | Mayor Sowden |
| Council Liaison | 1-year term (term expires 12/31/2026) | TBD          |

**RENT LEVELING BOARD**

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

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

**COMMUNITY RELATIONS:**

Council Representative: TBD

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

|          |     |                             |
|----------|-----|-----------------------------|
| Member:  |     | Economic Development        |
| Member:  |     | Recreation Committee        |
| Liaison: | TBD | Joint Recreation Commission |

**AGENDA FOR THE ORGANIZATION MEETING  
OF THE MAYOR AND COUNCIL OF THE  
BOROUGH OF FRANKLIN  
AT 6:00PM ON  
JANUARY 6, 2026**

**COUNCIL COMMITTEE DUTIES**

**13. Council Committee Duties:**

**Ordinance:**

Member: Concetto Formica  
Member: Patti Carnes  
Member: Gilbert Snyder  
Alternate: Stephen Skellenger

**Finance, Budget & Insurance:**

Member: Patti Carnes  
Member: Stephen Skellenger  
Member: Gilbert Snyder  
Alternate: Concetto Formica

**Buildings & Grounds and Public Utilities:**

Member: Concetto Formica  
Member: Rachel Heath  
Member: Joe Limon  
Alternate: Stephen Skellenger

**Personnel & Negotiations:**

Member: Rachel Heath  
Member: Stephen Skellenger  
Member: Patti Carnes  
Alternate: Joe Limon

**Public Safety - Police & Fire:**

Member: Concetto Formica  
Member: Rachel Heath  
Member: Stephen Skellenger  
Alternate: Patti Carnes

**14. Approval of Consent Agenda**

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

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

**15. Mayor's Statement**

**Mayor Sowden** will address the Council and the public with remarks concerning the priorities and goals for the Borough of Franklin in 2026.

**16. Council Comments**

**Mayor Sowden** will invite each member of the Council to offer remarks concerning the 2026 Council's goals and priorities.

**17. Adjournment**

A motion is in order to adjourn the reorganization meeting.

# STATEMENT OF DETERMINATION

A STATEMENT OF THE DETERMINATION of the BOARD OF COUNTY CANVASSERS, relative to an election held in the Borough of Franklin, County of Sussex and State of New Jersey, for the election of certain officers for said Municipality on the 4th day of November 2025.

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

| NAME                  | OFFICE          | TERM        |
|-----------------------|-----------------|-------------|
| CONCETTO FORMICA.     | BOROUGH COUNCIL | 3-YEAR TERM |
| STEPHEN M. SKELLINGER | BOROUGH COUNCIL | 3-YEAR TERM |

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

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

**IN WITNESS WHEREOF** I have hereunto set my hand this 19th day of November 2025.

Attest:



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



Gerard Scanlan, Chairperson, Board of County Canvassers

STATE of NEW JERSEY  
ss.  
COUNTY OF SUSSEX

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

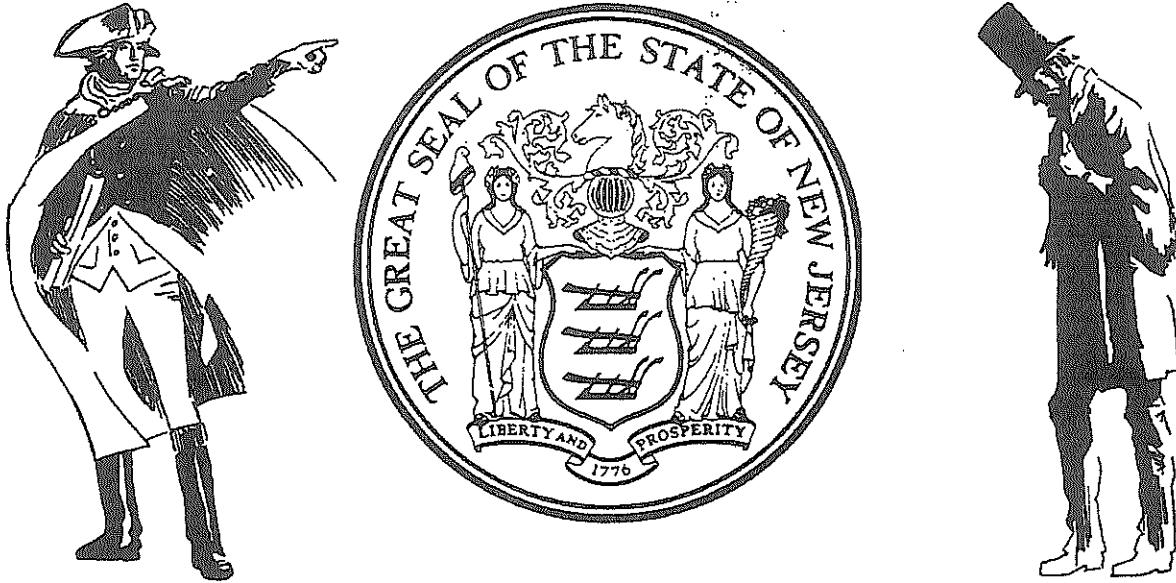


IN TESTIMONY WHEREOF,

I have hereunto set my hand and affixed the seal of said County, at Newton, on this 19th day of November 2025.



Jeffrey M. Parrott, Sussex County Clerk



## OATH OF ALLEGIANCE

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

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

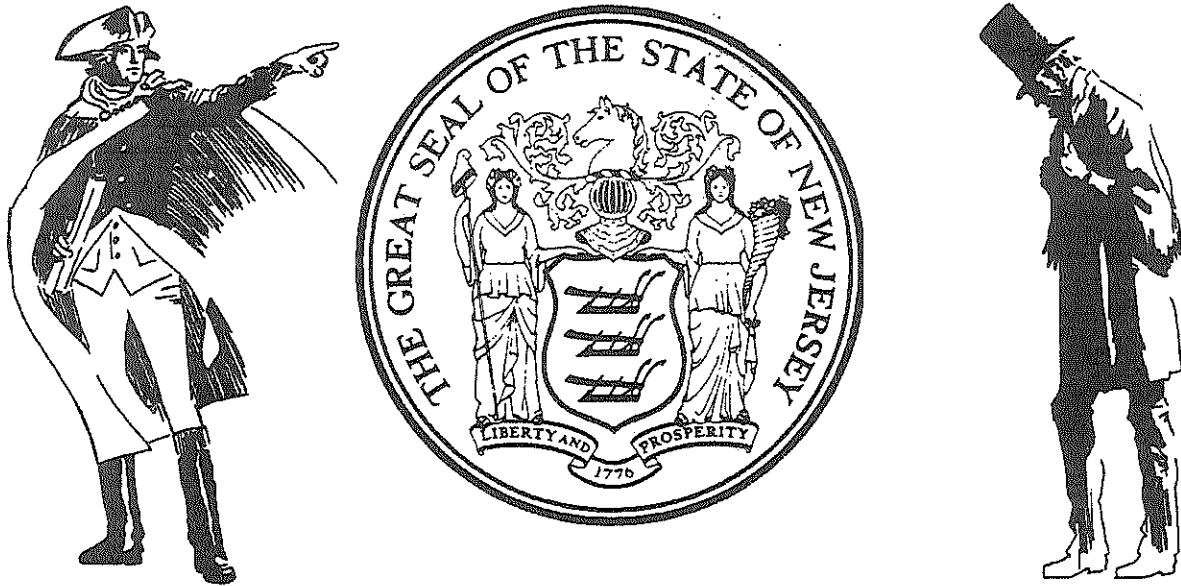
---

Concetto Formica, Signature

Sworn and subscribed before me  
this 6<sup>th</sup> day of January 2026.

---

Colleen L. Little, Municipal Clerk



## OATH OF ALLEGIANCE

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

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

---

Stephen Skellenger, Signature

Sworn and subscribed before me  
this 6<sup>th</sup> day of January 2026.

---

Jeffrey Parrott, County Clerk