

**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**  
**MAY 26, 2026**

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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 posted on the Borough website, which adequate notice has been certified by the Clerk."
- D. **PRESENTATIONS**  
There are no presentations this evening.
- E. **COMMITTEE REPORTS: Mayor Sowden** will allow each member of the Council, Borough Administrator, Borough Clerk, and Borough Attorney to present their respective committee report.

**Mayor Sowden** will offer the Mayor's Report.

- F. **OPEN PUBLIC SESSION: Mayor Sowden** will request a motion to open the meeting to the public, for any questions or comments concerning the good and welfare of the Borough. **All comments should be directed to the Mayor and kept to a 3-minute maximum per person.**

After giving all persons present an opportunity to address the Governing Body, **Mayor Sowden** will request a motion to close the meeting to the public and return to the regular order of business.

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

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

- H. **OLD BUSINESS:**

- I. **NEW BUSINESS:**

1. **Approval of the Minutes** for the regular meeting and executive session minutes for May 12, 2026. (Absent: None)
2. **Resolution 2026-56** establishing salaries for certain employees of Franklin Borough for the year 2026.
3. **Resolution 2026-57** authorizing additional compensation for the Municipal Court Administrator.
4. **Resolution 2026-58** authorizing the Borough Clerk to renew liquor licenses for the 2026-2027 licensing term.
5. **Resolution 2026-59** authorizing a disabled veteran exemption on block 709 lot 5.

**REGULAR AGENDA – MAYOR AND COUNCIL MEETING MAY 26, 2026**

6. Resolution 2026-60 authorizing a disabled veteran exemption on block 1101, lot 74, qual C1063
7. Resolution 2026-61 cancellation of tax sale certificate for block 2702 lot 8
8. Proclamation Honoring Eddie Mindlin to adopt the proclamation honoring Eddie Mindlin.
9. Payment Plan for the property located at 104 Main Street (Laundry Mat)

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 #2026-56

### RESOLUTION ESTABLISHING SALARIES FOR CERTAIN EMPLOYEES OF FRANKLIN BOROUGH FOR THE YEAR 2026

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

WHEREAS, the salary ranges for Franklin Borough employees have been established by Ordinance 06-2025 adopted on May 27, 2025; and

WHEREAS, the Finance Committee has reviewed the salaries for certain non-contracted and contracted employees and unanimously recommends the following increases; and

WHEREAS, the governing body recognizes these employees are good and loyal and deserving of an increase,

NOW THEREFORE BE IT RESOLVED by the Governing Body of the Borough of Franklin that the following named employee's be paid the salaries and/or hourly rates indicated;

BE IT FURTHER RESOLVED this increase shall be retroactive to January 1, 2026 with these revised salaries:

Name	Position	2026 Rate
John M. Sowden, IV	Mayor	\$5,423.86/yr.
Patricia Carnes	Councilwoman	\$3,254.32/yr.
Concetto Formica	Councilman	\$3,254.32/yr.
Rachel Heath	Councilwoman	\$3,254.32/yr.
Joe Limon	Councilman	\$3,254.32/yr.
Stephen Skellenger	Councilman	\$3,254.32/yr.
Gilbert Snyder	Councilman	\$3,254.32/yr.
Colleen Little	Municipal Clerk	\$80,127.43/yr.
Colleen Little	Registrar	\$2,440.07/yr.
Colleen Little	Recreation	\$1,236.00/yr.
Colleen Little	Board of Health	\$1,500.00/yr.
Sandra Cowan	Deputy Municipal Clerk	\$50,688.43/yr.
Sandra Cowan	Deputy Registrar	\$1,800.37/yr.
Sandra Cowan	Recreation	\$1,236.00/yr.
Corry Chrobak	Treasurer	\$75,933.92/yr.
Scott Holzauer	Tax Assessor	\$47,718.37/yr.
Diana Falica	Tax & Water/Sewer Collector	\$62,180.07/yr.
David Williams (Jim)	OEM Coordinator	\$2,711.93/yr.
Glenn Gavan	Municipal Court Magistrate	\$26,220.00/yr.
Lauren Mitchener	Court Administrator	\$92,205.48/yr.
Michelle Babcock	Planning Sec/Zoning Enf	\$53,045.00/yr.
Wendy Burge	Administrative Assistant	\$56,886.08/yr.

# Borough of Franklin, County of Sussex

## Resolution #2026-56

Michelle LaStarza	CFO	\$62.05/hr.
Christine Nostray Yafar	Tax Assessment/DPW	\$24.00/hr.
Sharon Ferriere	Finance Clerk	\$20.60/hr.
Joe Setticas	Zoning Official	\$38.83/hr.
Frederick Babcock	Buildings & Grounds	\$21.19/hr.
Anna Fischer	Nutrition Center	\$25.00/hr.
Felicitas Soto	Nutrition Center	\$17.64/hr.
Jacqueline Olson	Nutrition Center	\$16.45/hr.
Rebecca Babcock	Crossing Guard	\$17.82/hr.
Jaymie Babcock	Crossing Guard	\$16.67/hr.
Kathleen Clohessey	Crossing Guard	\$16.67/hr.
Becky Fiedler	Crossing Guard	\$16.67/hr.
Michelle Grieco	Crossing Guard	\$16.67/hr.
Susan Hardcastle	Crossing Guard	\$16.67/hr.
Melissa Holland	Crossing Guard	\$16.67/hr.
Emelita Naklicki	Crossing Guard	\$16.67/hr.
John Panso	Crossing Guard	\$16.67/hr.
Cara Ross	Crossing Guard	\$16.67/hr.
Robin Saraceni	Crossing Guard	\$16.67/hr.
Diane Witherby	Crossing Guard	\$16.67/hr.

Increases listed below are in addition to contracted salaries covered under the Teamsters contract.

Name	License	Rate
Michael Raperto	Electrical License	\$3,120.00/yr
Darren Haggerty	CPWM License	\$3,120.00/yr

AS REQUIRED by N.J.S.A.40A:4-57, N.J.A.C.5:34-5.1 ET SEQ, I, Michelle LaStarza, Chief Financial Officer, Borough of Franklin, hereby certify to the Clerk, Mayor and Council, that there are adequate funds available.

\_\_\_\_\_  
Michelle LaStarza, CFO

**CERTIFICATION:** I, Colleen L. Little, Municipal Clerk of the Borough of Franklin, in the County of Sussex, State of New Jersey do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Governing Body of the Borough of Franklin, County of Sussex, State of New Jersey at a regular meeting of said Governing Body held on May 26, 2026.

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

**Borough of Franklin, County of Sussex**  
**Resolution #2026-56**

<b>RECORD OF COUNCIL VOTES</b>				
<b>COUNCIL MEMBER</b>	<b>AYES</b>	<b>NAYES</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
PATRICIA CARNES				
CONCETTO FORMICA				
RACHEL HEATH				
JOSEPH LIMON				
STEPHEN SKELLENGER				
GILBERT SNYDER				
MAYOR SOWDEN (Tie Only)				

NOT YET APPROVED BY COUNCIL

# Borough of Franklin, County of Sussex

## Resolution #2026-57

### AUTHORIZING ADDITIONAL COMPENSATION FOR THE 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 Personnel Committee recommends additional compensation to the Municipal Court Administrator, Lauren Mitchener; and

**WHEREAS**, additional compensation to Lauren Mitchener will be provided as follows:

- a) Court sessions over 24 court sessions in a 1-year period will be paid \$150/session
- b) Call outs - \$65.00/call out
- c) Phone reimbursement \$20.00/month
- d) Mileage reimbursements for attending classes for continued educational credits as required by law will be as stated in employee handbook
- e) All other compensation will be pursuant to the policies in the Employee Handbook

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Council of the Borough of Franklin, County of Sussex, State of New Jersey, does hereby approve the additional compensation to Lauren Mitchener as Municipal Court Administrator effective January 1, 2026.

**CERTIFICATION:** I, Colleen L. Little, 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 May 26, 2026.

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

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

# Borough of Franklin, County of Sussex

## Resolution #2026-58

### RESOLUTION AUTHORIZING BOROUGH CLERK TO RENEW LIQUOR LICENSES FOR THE 2026-2027 LICENSING TERM

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE BOROUGH OF FRANKLIN, COUNTY OF SUSSEX, STATE OF NEW JERSEY, THAT THE FOLLOWING APPLICATIONS FOR THE RENEWAL OF LIQUOR LICENSES IN THE BOROUGH OF FRANKLIN FOR THE 2026-2027 LICENSING YEAR, EFFECTIVE JULY 1, 2026, BE AND THE SAME ARE HEREBY APPROVED:

#### PLENARY RETAIL CONSUMPTION - \$1,254.00 FEE

<u>LICENSE #</u>	<u>LICENSEE</u>	<u>ESTABLISHMENT</u>	<u>ADDRESS</u>
1906-32-013-009	Franklin 897 LLC.	ShopRite Wines and Spirits	100 Rte. 23, Franklin
1906-33-014-006	Six Gee Corp.	Irish Cottage Inn	602 Route 23, Franklin
1906-33-010-009	Franklin Grill & Tavern, LLC	Brick & Brew	27 Route 23, Franklin
1906-33-008-010	Stone Hill Recreation SPE LLC	Bear Den Grill, Black Bear	Route 23N, Franklin

#### PLENARY RETAIL DISTRIBUTION - \$660.00

1906-44-006-006	MINDIP LLC.	The Right Bottle	190 Munsonhurst Rd. Unit 1-4, Franklin
1906-44-007-008	Akaal Liquors Corp	Buy Rite Liquors	244 Route 23 North, Franklin

#### CLUB LICENSE - \$165.00

1906-31-015-001	Sgt Francis M. Glynn Post 132 American Legion	Sgt. Francis M. Glynn Post 132 American Legion	Legion Rd, Franklin
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**CERTIFICATION** I, Colleen L. Little, Municipal Clerk of the Borough of Franklin, in the County of Sussex, State of New Jersey do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Governing Body of the Borough of Franklin, County of Sussex, State of New Jersey at a regular meeting of said Governing Body held on May 26, 2026 at 7:00PM.

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

Date: May 26, 2026

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

# Borough of Franklin, County of Sussex

## Resolution #2026-59

### RESOLUTION AUTHORIZING A DISABLED VETERAN EXEMPTION ON BLOCK 709 LOT 5

**WHEREAS**, The Department of Veteran Affairs determined that Daniel E Allen Jr at 17 South St, Block 709, Lot 5, had a service-connected disability that was totally disabling.

**WHEREAS**, the Tax Assessor has received a Claim for property tax exemption on dwelling house of Disabled Veteran, which was approved by the Tax Assessor.

**WHEREAS**, as per N.J.S.A.54: 4-3.30et seq, Daniel E Allen Jr is entitled to a tax exemption on the property located at 17 South St from April 24<sup>th</sup>, 2026, the date of application.

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. The Tax Collector is authorized to cancel taxes billed from April 24<sup>th</sup>, 2026.
2. The Tax Collector is authorized to cancel partial 2<sup>nd</sup> quarter 2026 taxes in the amount of \$1214.92 and the 3<sup>rd</sup> and 4<sup>th</sup> quarter on 2026 after tax rate is struck.
3. The cancellation of taxes from date of approval has created an overpayment in taxes, therefore the Tax Collector is authorized to refund Mr. Allen in the amount of \$1214.92.
4. This property will be marked as Exempt.

This Resolution shall take effect immediately.

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Mayor & Council of the Borough of Franklin, in the County of Sussex, New Jersey, at a meeting held on May 26<sup>th</sup>, 2026.

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Colleen L. Little, Municipal Clerk

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

# Borough of Franklin, County of Sussex

## Resolution #2026-60

### RESOLUTION AUTHORIZING A DISABLED VETERAN EXEMPTION ON BLOCK 1101 LOT 74 QUAL C1063

**WHEREAS**, The Department of Veteran Affairs determined that James Carroll at 27 Ben Franklin Dr, Block 1101, Lot 74, Qual C1063 had a service connected disability that was totally disabling.

**WHEREAS**, the Tax Assessor has received a Claim for property tax exemption on dwelling house of Disabled Veteran, which was approved by the Tax Assessor.

**WHEREAS**, as per N.J.S.A.54: 4-3.30et seq, James Carroll is entitled to a tax exemption on the property located at 27 Ben Franklin Dr from April 8<sup>th</sup>, 2026, the date of application.

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. The Tax Collector is authorized to cancel taxes billed from April 8<sup>th</sup>, 2026.
2. The Tax Collector is authorized to cancel partial 2<sup>nd</sup> quarter 2026 taxes in the amount of \$1528.39 and the 3<sup>rd</sup> and 4<sup>th</sup> quarter on 2026 after tax rate is struck.
3. The cancellation of taxes from date of approval has created an overpayment in taxes (Mr. Carroll paid \$1700.00 toward 2<sup>nd</sup> & 3<sup>rd</sup> quarter 2026 taxes), therefore the Tax Collector is authorized to refund Mr. Carroll in the amount of \$1550.88.
4. This property will be marked as Exempt.

This Resolution shall take effect immediately.

**CERTIFICATION:** I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Mayor & Council of the Borough of Franklin, in the County of Sussex, New Jersey, at a meeting held on May 26<sup>th</sup>, 2026.

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Colleen L. Little, Municipal Clerk

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

# Borough of Franklin, County of Sussex

## Resolution #2026-61

### CANCELLATION OF TAX SALE CERTIFICATE FOR BLOCK 2702 LOT 8

**WHEREAS**, on property 125 Munsonhurst Road also known as Block 2702 Lot 8, a Tax Lien was struck off to the Borough on December 5, 2023;

**WHEREAS**, the Tax Collector has received the funds necessary to redeem this certificate.

**WHEREAS**, the cancellation of the certificate requires the original signatures of the Clerk and Mayor and be affixed with the Municipal Seal.

**NOW THEREFORE BE IT RESOLVED** by the Mayor and council of the Borough of Franklin that the Mayor and Clerk endorse the back of the original certificate and the Municipal Seal be affixed to same.

**CERTIFICATION:** I, Colleen L. Little, hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Mayor and Council of the Borough of Franklin at a meeting held in the Franklin Municipal Building at 46 Main Street at 7:00 PM on the date of May 26<sup>th</sup>, 2026.

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Colleen L. Little, Municipal Clerk

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

# Borough of Franklin County of Sussex

## Proclamation Honoring Eddie Mindlin

**WHEREAS**, Eddie Mindlin was born on May 8, 1926; and

**WHEREAS**, the Mindlin family was the first Jewish family to settle in Franklin, helping to shape the rich cultural and community history of the Borough; and

**WHEREAS**, Eddie Mindlin was a lifelong resident of Franklin, attending the Franklin School before leaving in 1944 to answer the call of duty during World War II; and

**WHEREAS**, he proudly enlisted in the United States Navy and served in the Pacific Theater aboard the Supply Ship *Satyr*, later continuing his service as part of the Occupational Force in Japan following the conclusion of the war; and

**WHEREAS**, upon returning home from military service, Eddie completed his education as a member of the Franklin High School Class of 1947, alongside fellow Franklin servicemen who had likewise left school early to serve their country; and

**WHEREAS**, Eddie Mindlin worked honorably as an upholsterer by trade, contributing through his craftsmanship and dedication to his community; and

**WHEREAS**, in 1956, Eddie joined the Franklin Fire Department and has faithfully served as a member for an extraordinary 80 years, demonstrating unwavering commitment, courage, and devotion to the safety and well-being of the residents of Franklin; and

**WHEREAS**, his lifetime of military service, civic dedication, and community involvement stands as an inspiring example to generations of Franklin residents;

**NOW, THEREFORE, BE IT PROCLAIMED** that we do hereby honor and recognize Eddie Mindlin for his remarkable life of service to his country, his community, and the people of Franklin, and extend our deepest gratitude and appreciation for his enduring legacy.

**CERTIFICATION:** I, Colleen L. Little, 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 Proclamation adopted by the Governing Body of the Borough of Franklin, County of Sussex, State of New Jersey at a regular meeting held on May 26, 2026.

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Colleen L. Little, Municipal Clerk

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John M. Sowden IV, Mayor