

**ORDINANCE NO. 16-2024**

**AN ORDINANCE BY THE BOROUGH OF FRANKLIN AMENDING THE  
BOROUGH OF FRANKLIN CODE OF ORDINANCES TO MODIFY  
CHAPTER 5 REGARDING THE PUBLIC WORKS DEPARTMENT**

The Code of the Borough of Franklin is hereby amended to modify Chapter 5 as follows:

**SECTION 1**

Sections 5-42 to 5-45 of the Code of the Borough of Franklin are hereby relaced as follows:

**ARTICLE VII, PUBLIC WORKS DEPARTMENT**

**§5-42. Department Of Public Works.**

- A. There is hereby established a Department of Public Works which shall control and maintain the roads, public buildings and grounds, and utilities of the Borough of Franklin, the head of which shall be the Director of Public Works. The Director of Public Works shall be appointed by the Borough Council. The Director shall be qualified by training and experience for the duties of this office. The Director shall be subject to the direction and supervision of the Administrator and shall be responsible for the proper and efficient conduct of all public works personnel and functions in the Borough and shall supervise and direct the work of the Department, including the supervision and/or maintenance of Departmental records, the enforcement of standards and procedures for the control, use and care of all Borough-owned equipment, materials, and supplies in the custody of the Department.
- B. The Department of Public Works shall be organized into a Roads Division and Utilities Division.

**§5-43. Roads Division.** The Roads Division shall be supervised by a Road Division Superintendent, who shall supervise and perform the following functions:

- A. Maintain and repair all Borough streets, bridges, culverts, and drains.
- B. Treat road surfaces and resurface streets and roads according to such standards and schedules as directed or approved by the Borough Engineer and/or Administrator.
- C. Maintain all Borough streets in a clean and safe condition, free of obstructions or hazards, and remove snow and ice therefrom as required.
- D. Install, repair and maintain street traffic signs, lines and markers and check for street light outage.
- E. Operate, maintain and repair Borough-owned buildings and properties and provide custodial and janitorial services as required.
- F. Trim, plant, care for and preserve public parks and trees in the public right of way.
- G. Maintain and repair playing fields in the public parks of the Borough.
- H. Maintain and repair the Borough-owned fleet of vehicles for the various municipal departments of the Borough.

- I. Report all work performed in the Department, including all materials purchased and sold and other pertinent data and keep a complete record thereof.
- J. Perform administrative duties to include, but not limited to; quotes, bids, issue requisitions for the purchase of materials and supplies and budget preparation as needed for the Roads Division.

The Roads Division Superintendent reports to the Administrator, except where the function is a joint project with the Utilities Division as specified in 5-45.

**§5-44. Utilities Division.** The Utilities Division shall be supervised by a Utilities Division Superintendent, who shall supervise and perform the following functions:

- A. Manage and operate the water and sewer systems of the Borough, including responsibility for the quality and performance of all required laboratory procedures.
- B. Maintain, repair and operate all buildings, pumphouses, sewer piping, water amins, water tanks, booster pump stations, standpipes, filtration facilities, lift stations and aid supervisor and related appurtenances and equipment necessary to the proper management and operation of the water and sewer systems of the Borough.
- C. Report all work performed in the Department, including all materials purchased and sold, all sewer service, collection lines installed, laterals, manholes, meters and connections made and other pertinent data and keep a complete record thereof.
- D. Be responsible for making analysis reports when required under the rules of the New Jersey State Department of Environmental Protection and of any and all State agencies having jurisdiction over water and sewer matters and shall file such reports with such State agencies as shall be required.
- E. Perform administrative duties to include, but not limited to; quotes, bids, issue requisitions for the purchase of materials and supplies and budget preparation as needed for the Utilities Division.
- F. Keep a permanent record of the location of all mains, collection lines and all other facilities and equipment pertaining to the water and sewer collection system.

The Utilities Division Superintendent reports to the Administrator and shall meet and confer with the Borough's Water and Sewer Engineer as needed.

#### **§5-45 Coordination of Work Assignments**

The Director of Public Works shall be responsible to coordinate work assignments where the Roads Division and the Utilities Division are required to jointly work on a project. The Roads Division Superintendent shall coordinate snowplowing and ice removal using both Roads Division and Utilities Division employees as needed.

#### **SECTION 2. SEVERABILITY.**

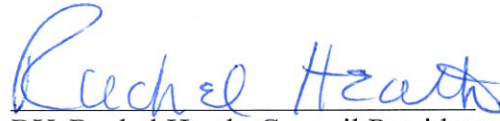
Where any section, subsection, sentence, clause, or phrase of these regulations is, for any reason, declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the regulations as a whole, or any part thereof, other than the part so declared.

**SECTION 3. EFFECTIVE DATE.**

This ordinance shall take effect upon final passage and publication as provided by law.

**BOROUGH OF FRANKLIN**


  
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Darlene J. Tremont, CLERK

  
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BY: Rachel Heath, Council President

DATED: September 10, 2024


**NOTICE**


**NOTICE** is hereby given that the foregoing Ordinance was introduced to pass on first reading at a regular meeting of the Council of the Borough of Franklin held on August 13, 2024, at 7:00 p.m. and ordered published in accordance with the law. Said Ordinance will be considered for final reading and adoption at a regular meeting of the Borough Council to be held on September 10, 2024, at 7:00 p.m., or as soon thereafter as the Borough Council may hear this Ordinance at the Municipal Building, 46 Main Street, Franklin, New Jersey 07416, at which time all persons interested may appear for or against the passage of said Ordinance.

  
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Darlene J. Tremont  
Municipal Clerk

**CERTIFICATION**

I, Darlene J. Tremont, Clerk of the Borough of Franklin, do hereby certify that the Borough of Franklin Council duly adopted the foregoing Ordinance on the 10<sup>th</sup> day of September, 2024.

  
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Darlene J. Tremont, Clerk  
Borough of Franklin

  
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Rachel Heath, Council President

Introduced: August 13, 2024

Adopted: September 10, 2024

**ORDINANCE NO. 2024-16**

**AN ORDINANCE AMENDING CHAPTER 5  
REGARDING THE PUBLIC WORKS DEPARTMENT  
IN THE BOROUGH OF FRANKLIN,  
COUNTY OF SUSSEX AND STATE OF NEW JERSEY**

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

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

**BOROUGH OF FRANKLIN  
LEGAL NOTICE**

**BOROUGH OF FRANKLIN  
ORDINANCE NUMBER 16-2024  
AN ORDINANCE BY THE BOROUGH OF FRANKLIN AMENDING  
THE BOROUGH OF FRANKLIN CODE OF ORDINANCES TO  
MODIFY CHAPTER 5 REGARDING THE PUBLIC WORKS  
DEPARTMENT**

NOTICE is hereby given that the above Ordinance was introduced and passed on first reading at a meeting of the Borough Council of the Borough of Franklin, in the County of Sussex, State of New Jersey, held in the Borough Municipal Building, 46 Main Street, Franklin, NJ, on the 13<sup>th</sup> August, 2024, and the same came up for final passage at a meeting of the said Borough Council on the 10<sup>th</sup> of September, 2024, at which time, after persons interested were given an opportunity to be heard concerning said ordinance, the same was passed and will be in full force in the Borough according to law by order of the Borough Council of the Borough of Franklin, County of Sussex and State of New Jersey.

  
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Darlene J. Tremont, Municipal Clerk