

**MINUTES OF THE ORGANIZATION MEETING
OF THE MAYOR AND COUNCIL
OF THE BOROUGH OF FRANKLIN
HELD VIRTUALLY AT 7:00PM ON
JANUARY 4, 2022**

This meeting was held through a virtual meeting platform called ZOOM. The public has been notified and instructed on how to join the meeting.

Councilman Snyder used a phone-in link from the website.

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 and certified by the Clerk.”

Mayor Sowden invited all present to participate in the Pledge of Allegiance to the United States Flag.

Roll Call of 2021 Borough Council Members

Mayor Sowden requested a roll call of the 2021 Governing Body.

Present: Mr. Formica, Mr. Limon, Mr. Postas, Mr. Skellenger, Mr. Snyder and Mayor Sowden.

Absent: Mr. Zydon

Oaths of Office

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

Roll Call of 2022 Borough Council Members

Mayor Sowden requested a roll call of the 2022 Governing Body.

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

Absent: None

Council Appointment: Council President

Mayor Sowden opened the floor for Council nominations to the position of **Council President** for 2022.

Mr. Snyder nominated Concetto Formica as the Council President for the year 2022. Seconded by Mr. Postas.

Upon roll call vote:

Ayes: Heath, Limon, Postas, Skellenger, Snyder

Nays: None Absent: None Abstentions: Formica

Mayor’s Appointments

At this time, **Mayor Sowden** presented his nominations for appointment to the various positions of Borough Government for the year 2022.

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Prosecutor (1 yr.)	Anthony DenUyl
Public Defender (1 yr.)	James Opfer, Esq.
Municipal Housing Liaison (1 yr.)	Andrew Bernath
Right to Know Coordinator	Brian VanDenBroek
Assessment Search Officer (1 yr.)	Darlene Tremont
Tax Search Officer (1 yr.)	Township of Wantage
Borough Physician (1 yr.)	Dr. Bollard, Premier Health
Animal Control Officer (1 yr.)	Vernon Township
School Crossing Head Guard (1 yr.)	Lynn Warr Prtorich
School Crossing Guards (1yr.)	Kathleen Clohessey, Lisa Conte, Ann Grabkowski, Marie Hughes, April Kunz-Oleksy, Cathy Martinez, Mary Payton, Cara Ross, Amanda Tassillo, Rachel VanDyk, Margaret Wellenheider

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

Upon roll call vote:

Ayes: Formica, Heath, Limon, Postas, 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. Limon.

Upon roll call vote:

Ayes: Heath, Limon, Postas, Skellenger, Snyder

Nays: None Absent: None Abstentions: Formica

Mayor Sowden made the following appointments to the Planning Board:

Mayor (Class I)	Mayor Sowden
Fire Safety (Class II) 1 yr. term (term expires 12/31/2022)	Jim Williams
Member (Class IV) 4 yr. term (term expires 12/31/2025)	John Christiano
Member (Class IV) 4 yr. term (term expires 12/31/2025)	John Friend Sr.
Member (Class IV) 4 yr. term (term expires 12/31/2025)	James Nidelko
Alternate #1 2 yr. term (term expires 12/31/2022)	Michael Raperto
Alternate #2 2 yr. term (term expires 12/31/2022)	Sharon Schultz
Alternate #3 2 yr. term (term expires 12/31/2023)	Vacant
Alternate #4 2 yr. term (term expires 12/31/2023)	Vacant

Appointments: Boards and Commissions

Mayor Sowden made the following appointments for the various Boards and Committees of the Borough of Franklin for 2022.

FRANKLIN/HARDYSTON JOINT RECREATION COMMITTEE

All current Board of Recreation Committee Members 1-year term

RECREATION COMMITTEE

Council Liaison	Rachel Heath
Member	3-year term (term expires 12/31/2024) Barbara Formica
Member	3-year term (term expires 12/31/2024) Christina Sanchez
Member	3-year term (term expires 12/31/2024) Vacant

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BOARD OF HEALTH

Member	4-year term (term expires 12/31/2025)	Barbara Formica
Member	4-year term (term expires 12/31/2025)	Aimee Zschack
Secretary	1-year term (term expires 12/31/2022)	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	Khyle Conklin
Member/WVFAS	1-year term	John Friend
Member	1-year term	Hector Acevedo
Member	1-year term	Andrew Bernath
Member	1-year term	Dayne Hill
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	1-year term	Vacant
Member	1-year term	Vacant
Member	1-year term	Vacant
Member/Council	1-year term	Concetto Formica
Alternate #1	1-year term	Vacant
Alternate #2	1-year term	Vacant

RENT LEVELING BOARD

Member	5-year term (term expires 12/31/2026)	Vacant
Member/Council	1-year term (term expires 12/31/2022)	Vacant
Member/Council	1-year term (term expires 12/31/2022)	Vacant
Alt# 1	1-year term (term expires 12/31/2022)	Vacant
Alt#2	1-year term (term expires 12/31/2022)	Vacant
Attorney	1-year term (term expires 12/31/2022)	Angelo Bolcato Laddey, Clark & Ryan

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

Upon roll call vote:

Ayes: Heath, Limon, Postas, Skellenger, Snyder

Nays: None Absent: None Abstentions: Formica

COMMUNITY RELATIONS:

Council Representatives to: Rachel Heath

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

Member:	Judy Williams	Economic Development
Member:	Barbara Formica	Recreation Committee
Liaison:	Rachel Heath	Joint Recreation Commission

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COUNCIL COMMITTEE DUTIES

Mayor Sowden announced the Council Committee duties for the year 2022 with the Mayor named as Ex-Officio Member of each Committee. These committees may be reassigned if needed during the year.

ORDINANCE:

Chairman: Mr. Snyder
Member: Mrs. Heath
Member: Mr. Limon

FINANCE, BUDGET AND INSURANCE:

Chairman: Mr. Postas
Member: Mr. Skellenger
Member: Mr. Snyder

PUBLIC UTILITIES:

Chairman: Mr. Formica
Member: Mr. Limon
Member: Mr. Postas

PERSONNEL & NEGOTIATIONS:

Chairman: Mr. Formica
Member: Mr. Postas
Member: Mr. Skellenger

PUBLIC SAFETY: Police & Fire

Chairman: Mrs. Heath
Member: Mr. Snyder
Member: Mr. Skellenger
Alternate: Mr. Formica

BUILDING AND GROUNDS COMMITTEE

Chairman: Mr. Formica
Member: Mr. Limon
Member: Mr. Snyder

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 #2022-01 – PROFESSIONAL SERVICES

A motion is in order for the Council to adopt a Professional Services Resolution #2022-01 for various professional services (Borough Attorney, Borough Engineer, Borough Auditor, and etc.).

RESOLUTION #2022-02 - TEMPORARY BUDGET – CURRENT FUND

A motion is in order to adopt resolution # 2022-02, 2022 Temporary Municipal Budget Current Fund with attached schedule B entitled Borough of Franklin Current Fund 2022 Temporary Appropriations Budget.

RESOLUTION #2022-03 - TEMPORARY BUDGET- SEWER & WATER OPERATING

A motion is in order to adopt resolution # 2022-03, 2022 Temporary Municipal Budget; sewer and water temporary operating with attached schedule A entitled Borough of Franklin Water/Sewer Operating Fund 2022 Temporary Appropriations.

RESOLUTION #2022-04 – RATES OF INTEREST/DELINQUENT TAX PENALTY

A motion is in order 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

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delinquency prior to the end of the calendar year, as per the attached resolution #2022-04.

RESOLUTION #2022-05 - OVERPAYMENT/UNDERPAYMENT OF TAXES

A motion is in order 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 2020, in accordance with the provisions of N.J.S.A. 54:4-99, as per the attached resolution #2022-05.

RESOLUTION #2022-06 – MEETING DATES

A motion is in order to establish the regular meeting nights of the Mayor and Council for the calendar year 2022, as per the attached resolution #2022-06.

RESOLUTION #2022-07 – OFFICIAL NEWSPAPERS

A motion is in order 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 2022, as per the attached resolution #2022-07.

RESOLUTION #2022-08 – DEFENSE AGAINST TAX APPEALS

A motion is in order to adopt resolution #2022-08 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 2022.

RESOLUTION #2022-09 – PAYMENT OF RECURRING BILLS RESOLUTION

A motion is in order to adopt a resolution #2022-09 for payment of recurring bills.

RESOLUTION #2022-10 – TO ADOPT A CASH MANAGEMENT PLAN

A motion is in order to adopt resolution #2022-10 for the year 2022, to serve as the cash management plan of Franklin Borough.

RESOLUTION #2022-11 – REAUTHORIZING PETTY CASH FUNDS FOR CALENDAR YEAR 2022.

A motion is in order to adopt resolution #2022-11 reauthorizing petty cash funds for the Calendar year 2022.

RESOLUTION #2022-12 – DESIGNATING DEPUTY CUSTODIANS OF PUBLIC RECORDS.

A motion is in order to adopt resolution #2022-02 designating deputy custodians of public records.

RESOLUTION #2022-13 - DESIGNATING PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.)

A motion is in order to adopt resolution #2022-03 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 2022.

FIRE DEPARTMENT LINE OFFICERS

A motion is in order to approve the ratification of 2022 Line Officers for the Franklin Fire Department, as per the recommendations submitted by Chief Khyle Conklin.

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 2022, in accordance with the requirements of the Uniform Fire Code.

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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.

Mr. Postas made a motion to approve the consent agenda for January 4, 2022. Seconded by Mr. Formica.

Upon roll call vote:

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

Nays: None Absent: None Abstentions: None

Mayor's Statement

Mayor Sowden welcomed everyone and stated that with the persistence of the ongoing pandemic I felt we were compelled to hold this meeting remotely as the wave of new COVID cases are cresting once again. I would like to welcome back Councilman Snyder and welcome aboard our newest member Rachel Heath. We started out a year ago in rough waters and we had every expectation that this pandemic be over with by this time. But as we see today, we are still compelled to manage through some of the most challenging times ever. Some times they seem even tougher today. As much as we have tried to adapt over the last year to this pandemic, the numbers are still rising but on the recovery side, the bright side, it is moving up and more and more people are recovering faster and hopefully this is a sign of the beginning of the end and we will soon be coming out of this. We here at the Borough Hall have tried to provide our various services in spite of the pandemic while at the same time keeping appropriate precautions in the forefront. Things still need to move forward and business still needs to be done. In spite of these challenges, we are moving to refurbish the water tank up by the Franklin Meadows, we are working on the Borough's Water Well System and sticking to our plan schedule to pave various roads throughout the Borough. Though this year of extraordinary challenges each of our many departments have found ways to preserve, persevere and continue to provide the key services we all count on from them. I would also like to welcome the new CFO/Administrator Andrew Bernath as he and Darlene Tremont will share in the administrative position. I feel we have a great team here and I welcome them aboard. Going forward, working on retaining professional planners and historic preservations to develop a finalized plan for Main Street, once and for all. We will further develop our historic preservation commission and the economic development committee along with our recreation committee and we can't forget our planning and zoning board who are critical to the growth of our town. But none of this can be done without my colleagues sitting with me on the dais. Like our forefathers before us, we will tackle each challenge with the same sound pragmatic effort that is the hallmark of this town. With their help and the team that we built in the Borough of Franklin, you can rest assured that your town will work in the best interest of the residents and together we will get to better days soon.

Council Comments

Mayor Sowden invited each member of the Council to offer remarks concerning the 2022 Council's goals and priorities.

Mr. Limon reiterated the Mayor's concerns on COVID. Mr. Limon welcomed everyone aboard.

Mr. Postas congratulated Councilman Snyder on his reelection and welcomed Councilwoman Heath aboard. Mr. Postas commented that he looks forward to working with everyone.

Mr. Snyder wished everyone a Happy New Year. He congratulated Concetto Formica on his election as Council President and welcomed Councilwoman Heath. Mr. Snyder commented that we have a great staff.

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Mr. Formica thanked everyone for the nomination of Council President. Mr. Formica welcomed Councilwoman Heath aboard and congratulated Councilman Snyder on his reelection.

Mr. Skellenger congratulated Councilman Snyder and Councilwoman Heath. Mr. Skellenger looks forward to working with everyone. Wished everyone a happy, healthy and prosperous New Year.

Mrs. Heath congratulated Councilman Formica on his appointment to Council President. Thanked the Franklin Borough Community and her family for the support. She looks forward to working with everyone. Wished everyone a healthy, happy and prosperous New Year.

Clerk Tremont congratulated our newest council person and Councilman Snyder for reelection. Congratulations to Concetto for being appointed as Council President. Mrs. Tremont looks forward to working with everyone.

Administrator Bernath congratulated the entire the Mayor and Council and thanked everyone for allowing him the opportunity to work with you.

Mr. Ursin wished everyone a happy and healthy New Year.

OPEN PUBLIC SESSION

Mr. Skellenger made a motion to open the meeting to the public. Seconded by Mr. Postas. All were in favor.

Ms. Tamara Contreras was granted permission to join the meeting. Ms. Contreras congratulated Rachel Heath on her appointment. Ms. Contreras informed the Council that she is still involved with the Forward Franklin Alliance.

There being no one else present who wished to address the governing body, Mr. Snyder made a motion to closed the meeting to the public, seconded by Mr. Postas. All were in favor.

Adjournment

There being no further items for discussion by the Mayor and Council, Mrs. Heath made a motion to adjourn the meeting at 7:45p.m., seconded by Mr. Postas. All were in favor.

John M. Sowden IV, Mayor

Darlene J. Tremont, Municipal Clerk