

**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
JANUARY 1, 2023**

This meeting is being held in person adhering to the CDC guidelines and through a virtual meeting platform called ZOOM. The public who attended through ZOOM has been notified and instructed on how to join the meeting and participate during the public session.

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, 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 7, 2022, and posted on the Borough website, which adequate notice has been certified by the Clerk."

Mayor Sowden led the assembly in the flag salute.

Roll Call of 2022 Borough Council Members

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

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

Absent: Mr. Limon

Oaths of Office

- a. **Ms. Tremont** read the "Statement of Determination" of the Board of County Canvassers.
- b. **Mayor Sowden** recognized the Honorable Steven V. Oroho, Senator who will administer the Oath of Office to Councilman-elect Concetto Formica and Councilman-elect Stephen Skellenger
- c. **Honorable Steven V. Oroho, Senator** administered the Oath of Office to Councilman-elect **Concetto Formica** for a three-year term as Councilman of the Borough of Franklin.
- d. **Honorable Steven V. Oroho, Senator** administered the Oath of Office to Councilman-elect **Stephen Skellenger** for a three-year term as Councilman of the Borough of Franklin.

Roll Call of 2023 Borough Council Members

Mayor Sowden requested a roll call of the 2023 Governing Body.

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

Absent: Mr. Limon

Council Appointment: Council President

Mayor Sowden opened the floor for Council nominations to the position of **Council President** for 2023.

Mr. Formica nominated Mr. Postas as the Council President for the year 2023. Seconded by Mrs. Heath.

Upon roll call vote:

Ayes: Formica, Heath, Skellenger, Snyder

Nays: None Absent: Limon Abstentions: Postas

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Fire Department Chief and Line Officers

- a. **Mayor Sowden** recognized the Chief of the Franklin Fire Department for 2023, Khyle Conklin.
- b. **Ms. Tremont** administered the Oath of Office to the Chief of the Franklin Fire Department for 2023, Chief Khyle Conklin.
- c. **Ms. Tremont** recognized Fire Chief Khyle Conklin who introduced the 2023 Line Officers and Administrative Officers of the Franklin Fire Department.
- d. **Ms. Tremont** administered the Oath of Office to the **Line Officers and Administrative Officers** of the Franklin Fire Department for 2023.

Mayor’s Appointments

At this time, **Mayor Sowden** presented his nominations for appointment to the various positions of Borough Government for the year 2023.

Prosecutor (1 yr.)	Anthony DenUyl, Esq.
Public Defender (1 yr.)	John Grey, 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 Guard Captain (1 yr.)	Rebecca Babcock
School Crossing Guards (1yr.)	Jaymie Babcock, Kathleen Clohessey, Lisa Conte, Heather Fasolo, Michelle Griece, Susan Hardcastle, Charles Hughes, Mary Payton, Cara Ross, Robin Saraceni, Amanda Tassillo, Rachel VanDyk
Emergency Management Coordinator (3 yrs.) (Expires 12/31/2025)	Jim Williams

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

Upon roll call vote:
Ayes: Formica, Heath, Postas, Skellenger, Snyder
Nays: None Absent: Limon 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. Postas.

Upon roll call vote:
Ayes: Heath, Postas, Skellenger, Snyder
Nays: None Absent: Limon 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 12/31/2023)	Jim Williams
Member (Class IV) 4 yr. unexpired term (expires 12/31/2024)	Michael Raperto
Alternate #1 2 yr. term (term expires 12/31/2024)	Sharon Schultz
Alternate #2 2 yr. term (term expires 12/31/2024)	Vacant

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

Upon roll call vote:

Ayes: Formica, Heath, Postas, Skellenger, Snyder

Nays: None Absent: Limon Abstentions: None

Appointments: Boards and Commissions

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 12/31/2025)	Concetto Formica
Member	3-year term (term expires 12/31/2025)	Sandra Westermann
Member	3-year term (term expires 12/31/2025)	Vacant

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

Upon roll call vote:

Ayes: Postas, Skellenger, Snyder

Nays: None Absent: Limon Abstentions: Formica, Heath

BOARD OF HEALTH

Member	4-year term (term expires 12/31/2026)	Marianne Dunnican
Member	4-year term (term expires 12/31/2026)	Joanne Tatka
Secretary	1-year term (term expires 12/31/2023)	Colleen Little

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

Upon roll call vote:

Ayes: Formica, Heath, Postas, Skellenger, Snyder

Nays: None Absent: Limon Abstentions: None

LOCAL EMERGENCY MANAGEMENT COUNCIL

Mayor	1-year term	John M. Sowden
Deputy	1-year term	Gregory Cugliari
Member/OEM	3-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	James Nidelko
Member	1-year term	Steve Sluka
Member	1-year term	Brian VanDenBroek

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

Upon roll call vote:

Ayes: Formica, Heath, Postas, Skellenger, Snyder

Nays: None Absent: Limon Abstentions: None

ECONOMIC DEVELOPMENT COMMITTEE

Member/Secretary	1-year term	Judy Williams
Member	1-year term	Keith Yodice

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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

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

Upon roll call vote:

Ayes: Heath, Postas, Skellenger, Snyder

Nays: None Absent: Limon Abstentions: Formica

HISTORICAL PRESERVATION COMMISSION

Member	4-year term (term expires 12/31/2026)	Donald DeVore
Ex-Officio	1-year term (term expires 12/31/2023)	Mayor Sowden
Council Liaison	1-year term (term expires 12/31/2023)	John Postas

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

Upon roll call vote:

Ayes: Formica, Heath, Skellenger, Snyder

Nays: None Absent: Limon Abstentions: Postas

RENT LEVELING BOARD

Member	5-year term (term expires 12/31/2026)	Vacant
Member/Council	1-year term (term expires 12/31/2023)	Vacant
Member/Council	1-year term (term expires 12/31/2023)	Vacant
Alt# 1	1-year term (term expires 12/31/2023)	Vacant
Alt#2	1-year term (term expires 12/31/2023)	Vacant
Attorney	1-year term (term expires 12/31/2023)	Angelo Bolcato Laddey, Clark & Ryan

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

Upon roll call vote:

Ayes: Formica, Heath, Postas, Skellenger, Snyder

Nays: None Absent: Limon Abstentions: None

COMMUNITY RELATIONS:

Council Representative: Stephen Skellenger

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

Upon roll call vote:

Ayes: Formica, Heath, Postas, Snyder

Nays: None Absent: Limon Abstentions: Skellenger

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

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

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

Upon roll call vote:

Ayes: Postas, Skellenger, Snyder

Nays: None Absent: Limon Abstentions: Formica, Heath

COUNCIL COMMITTEE DUTIES

Council Committee Duties:

Ordinance:

Chairman: Mr. Formica

Member: Mr. Skellenger

Member: Mrs. Heath

Finance, Budget & Insurance:

Chairman: Mr. Snyder

Member: Mrs. Heath

Member: Mr. Limon

Public Utilities:

Chairman: Mr. Postas

Member: Mr. Skellenger

Member: Mr. Limon

Personnel & Negotiations:

Chairman: Mr. Snyder

Member: Mrs. Heath

Member: Mr. Formica

Public Safety - Police & Fire:

Chairman: Mr. Skellenger

Member: Mr. Snyder

Member: Mrs. Heath

Alternate: Mr. Postas

Buildings & Grounds:

Chairman: Mr. Formica

Member: Mrs. Heath

Member: Mr. Postas

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 #2023-01 – PROFESSIONAL SERVICES

A motion is in order for the Council to adopt a Professional Services Resolution #2023-01 for various professional services (Borough Attorney, Borough Engineer, Borough Auditor, and etc.).

RESOLUTION #2023-02 - TEMPORARY BUDGET – CURRENT FUND

A motion is in order to adopt resolution #2023-02, 2023 Temporary Municipal Budget Current Fund with attached schedule A entitled Borough of Franklin Current Fund 2023 Temporary Appropriations Budget.

RESOLUTION #2023-03 - TEMPORARY BUDGET- SEWER & WATER OPERATING

A motion is in order to adopt resolution #2023-03, 2023 Temporary Municipal Budget; sewer and water temporary operating with attached schedule A entitled Borough of Franklin Water/Sewer Operating Fund 2023 Temporary Appropriations.

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RESOLUTION #2023-04 – 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 delinquency prior to the end of the calendar year, as per the attached resolution #2023-04.

RESOLUTION #2023-05 - 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 2022, in accordance with the provisions of N.J.S.A. 54:4-99, as per the attached resolution #2023-05.

RESOLUTION #2023-06 – MEETING DATES

A motion is in order to establish the regular meeting nights of the Mayor and Council for the calendar year 2023, as per the attached resolution #2023-06.

RESOLUTION #2023-07 – 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 2023, as per the attached resolution #2023-07.

RESOLUTION #2023-08 – DEFENSE AGAINST TAX APPEALS

A motion is in order to adopt resolution #2023-08 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 2023.

RESOLUTION #2023-09 – PAYMENT OF RECURRING BILLS RESOLUTION

A motion is in order to adopt a resolution #2023-09 for payment of recurring bills.

RESOLUTION #2023-10 – TO ADOPT A CASH MANAGEMENT PLAN

A motion is in order to adopt resolution #2023-10 for the year 2023, to serve as the cash management plan of Franklin Borough.

RESOLUTION #2023-11 – REAUTHORIZING PETTY CASH FUNDS FOR CALENDAR YEAR 2023.

A motion is in order to adopt resolution #2023-11 reauthorizing petty cash funds for the Calendar year 2023.

RESOLUTION #2023-12 – DESIGNATING DEPUTY CUSTODIANS OF PUBLIC RECORDS.

A motion is in order to adopt resolution #2023-12 designating deputy custodians of public records.

RESOLUTION #2023-13 - DESIGNATING PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.)

A motion is in order to adopt resolution #2023-13 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 2023.

FIRE DEPARTMENT LINE OFFICERS

A motion is in order to approve the ratification of 2023 Line Officers for the Franklin Fire Department, as per the recommendations submitted by Chief Khyle Conklin.

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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 2023, 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.

Mr. Snyder made a motion to approve the consent agenda for January 1, 2023. Seconded by Mrs. Heath.

Upon roll call vote:

Ayes: Formica, Heath, Postas, Skellenger, Snyder

Nays: None Absent: Limon Abstentions: None

OPEN PUBLIC SESSION

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

There being no one present who wished to address the governing body, Mr. Skellenger made a motion to close the meeting to the public, seconded by Mrs. Heath. All were in favor.

Mayor's Statement

Mayor Sowden addressed the Council and the public with remarks concerning the priorities and goals for the Borough of Franklin in 2023.

Mayor Sowden thanked everyone for coming and welcome to 2023; 110 years later after the Borough of Franklin incorporated. We have many goals and objectives to accomplish throughout the year. Some of those goals and objectives are finding an additional water source, water tower repainting, paving of streets, storm water management review, replacing the Welcome to Franklin signs, upgrade the Holiday Lights on Main Street, pond beautification and committee communications with other groups (i.e., TCC meetings). We want to make Franklin an inviting town to work and live in and we need to rethink how Franklin does business. We are looking at many ways to reach out to surrounding towns to provide cost savings measures to make it so it is cost effective to live here. We need to look at ways to capitalize on Franklin's past. First by starting at the Zinc Mine Property and work on the Edison School House/Hungarian Church. The Council will have to make a decision on how they want to restore the Edison School House/Hungarian Church. We need to be very conscious on how the tax dollars are spent and how we plan on making Franklin affordable. Mayor Sowden thanked the Council Members and all the employees and committee members for their hard work and dedication.

Council Comments

Mayor Sowden invited each member of the Council to offer remarks concerning the 2023 Council's goals and priorities.

Mr. Postas thanked the Council for voting him in as Council President and thanked Councilman Formica for keeping us on track this past year. Mr. Postas thanked Senator Oroho and Commissioner Fantasia for attending the meeting. Mr. Postas commented that we need to address the properties on Main Street. Mr. Postas also thanked the Franklin Fire Department and all the employees.

Mr. Snyder wished everyone a Happy and Healthy New Year and commented that we must have better dialogue with the Planning Board.

Mr. Formica wished everyone a Happy New Year and thanked everyone for coming. He thanked his family for all their support. Mr. Formica commented this is the beginning of my second term; the first one was a wild one with the pandemic. I am very confident of what we will accomplish moving forward. We had our differences

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but in the end we always came together. Mr. Formica also thanked the Fire Department, Police Department, DPW and all the employees for their hard work and dedication.

Mr. Skellenger wished everyone a Happy New Year and thanked everyone for coming including his family. Mr. Skellenger commented he is looking forward to serving the residents of Franklin for the next 3 years. Mr. Skellenger thanked all employees for the hard work and dedication.

Mrs. Heath wished everyone a Happy New Year. Mrs. Heath thanked the Fire Department, Police Department, DPW and commented that we have the best employees.

Adjournment

There being no further items for discussion by the Mayor and Council, Mr. Skellenger made a motion to adjourn the meeting at 12:40pm, seconded by Mr. Postas. All were in favor.

John M. Sowden IV, Mayor

Darlene J. Tremont, Municipal Clerk