

**MINUTES OF THE SPECIAL WORKSHOP MEETING OF THE MAYOR AND
COMMITTEE OF THE TOWNSHIP OF FRANKFORD
HELD ON MAY 23, 2017**

CALL TO ORDER: Adequate notice of this meeting was provided to the public and the press by delivering to the press and posting in the Municipal Building, the special meeting notice.

ROLL CALL: Present were Committeeman Castimore, Deputy Mayor Risdon and Mayor Ayers. Also in attendance was Municipal Clerk, Patricia L. Bussow.

SALUTE THE FLAG

ACCEPTANCE OF RESIGNATION:

- **Marcy Gianattasio as Deputy Clerk, Registrar, Dog Licensing Official, Construction Secretary and Board of Health Secretary**

A motion was made by Castimore to accept the resignation of Marcy Gianattasio, seconded by Risdon. Roll call was taken for a 3-0 vote in favor of this motion (Castimore, yes; Risdon, yes; Ayers, yes). All in favor. Motion carried.

WORKSHOP ITEMS FOR DISCUSSION:

- **Alternatives for Continued Operations of the Construction Department**

Deputy Mayor Risdon spoke briefly on ideas for new hours for the Department.

Construction Official Jeff Fette had a lengthy conversation regarding operations of Construction Department and a possible Shared Service Agreement.

Committeeman Castimore commented on Economic Development Committee.

Deputy Mayor Risdon commented on Road Runner software currently being used in the Construction Department and its efficiency. If the State Program is free, it makes sense to use it in the future to save costs.

The Committee had a discussion on the proposed Construction Fee Ordinance.

A motion was made by Ayers to Rescind Ordinance #2017-09, seconded by Risdon. Roll call was taken for a 3-0 vote in favor of this motion (Castimore, yes; Risdon, yes; Ayers; yes). All in favor. Motion carried.

A motion was made by Ayers to form a Subcommittee for Shared Services of a maximum of five people, seconded by Risdon. Roll call was taken for a 3-0 vote in favor of this motion (Castimore, yes; Risdon, yes; Ayers, yes). All in favor. Motion carried.

Authorization was given to the Municipal Clerk to contact other Municipalities regarding a proposed Shared Service Agreement for Construction Department services.

- **Restructuring of Office Staff and Delegation of Responsibilities**

A motion was made by Risdon to appoint Patricia Bussow as Municipal Registrar, seconded by Castimore. Roll call was taken for a 3-0 vote in favor of this motion (Castimore, yes; Risdon, yes; Ayers; yes). All in favor. Motion carried.

A motion was made by Castimore to appoint Diane Brauchle as Deputy Clerk, seconded by Risdon. Roll call was taken for a 3-0 vote in favor of this motion (Castimore, yes; Risdon, yes; Ayers; yes). All in favor. Motion carried.

A motion was made by Ayers to appoint Diane Brauchle as Recycling Coordinator, seconded by Risdon. Roll call was taken for a 3-0 vote in favor of this motion (Castimore, yes; Risdon, yes; Ayers; yes). All in favor. Motion carried.

A motion was made by Ayers to take the remaining budgeted stipend for construction secretary and divide three ways among three employees until a decision is made for the department moving forward, seconded by Castimore. Roll call was taken for a 3-0 vote in favor of this motion (Castimore, yes; Risdon, yes; Ayers, yes). All in favor. Motion carried.

ORDINANCE
1ST READING:

FRANKFORD TOWNSHIP
SUSSEX COUNTY, NEW JERSEY

ORDINANCE #2017-11

AN ORDINANCE OF THE TOWNSHIP OF FRANKFORD, COUNTY OF SUSSEX, STATE OF NEW JERSEY, PROVIDING FOR CONSTRUCTION OF A BARN AT THE PARK IN THE TOWNSHIP OF FRANKFORD. TOTAL COST OF THE PROJECT IS \$16,000, APPROPRIATING A SUM OF \$16,000.00 FROM THE CAPITAL IMPROVEMENT FUND IN THE CAPITAL FUND

A motion was made by Castimore to approve Ordinance #2017-11 on First Reading, seconded by Risdon. Roll call was taken for a 3-0 vote in favor of this motion (Castimore, yes; Risdon, yes; Ayers, yes). All in favor. Motion carried.

A motion was made by Risdon to approve the sale of the Sterling Truck in the amount of \$10,000.00, seconded by Castimore. Roll call was taken for a 3-0 vote in favor of this motion (Castimore, yes; Risdon, yes; Ayers, yes). All in favor. Motion carried.

The Municipal Clerk discussed an upcoming helicopter landing in the Township on June 14, 2017 for a Memorial Dedication. Permission was granted by Committee. All in favor.

ADJOURNMENT

A motion was made by Castimore to adjourn meeting, seconded by Risdon. All in favor. Motion carried.

ATTEST:

Patricia L. Bussow

Patricia L. Bussow, RMC
Municipal Clerk