

**MINUTES OF THE REORGANIZATION MEETING OF  
THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF FRANKFORD  
HELD ON JANUARY 2, 2018 AT 6:00PM**

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**CALL TO ORDER:** The meeting was called to order by Municipal Clerk Patricia Bussow, with the opening statement that that the meeting had been duly advertised and met all the requirements of the Open Public Meetings Act.

**SALUTE THE FLAG**

**STATEMENT OF DETERMINATION:** The Statements of Determination were read by Municipal Clerk Patricia Bussow, electing James P. Ayers to a three-year term, Christopher Carney to a three-year term and Nicholas Civitan to two-year term.

**OATH OF OFFICE:** The Oaths of Office were administered to Committeeman James P. Ayers, Committeeman Christopher Carney and Committeeman Nicholas Civitan by Municipal Clerk, Patricia Bussow.

**ROLL CALL:** Present were Committeeman Civitan, Committeeman Carney, Committeeman Ayers, Committeeman Castimore and Committeeman Risdon.

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**APPOINTMENTS – 2018**

**Mayor:** A motion was made by Castimore to nominate Edwin Risdon, Jr. for a 1-year term, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, yes; Risdon, yes). All in favor. Motion carried.

A motion was made by Castimore to appoint Edwin Risdon, Jr. as Mayor for a 1-year term, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, yes; Risdon, yes). All in favor. Motion carried.

**Oath of Office - Mayor:** The Oath of Office was administered to Edwin Risdon, Jr. by Municipal Clerk Patricia Bussow.

**Deputy Mayor:** A motion was made by Ayers to nominate Emery Castimore, Jr. for a one-year term, seconded by Risdon. Roll call was taken for a 5-0 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, yes; Risdon, yes). All in favor. Motion carried.

A motion was made by Ayers to appoint Emery Castimore, Jr. for a one-year term, seconded by Risdon. Roll call was taken for a 5-0 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, yes; Risdon, yes). All in favor. Motion carried.

**Attorney:** A motion was made by Castimore to appoint Benbrook & Benbrook as Municipal Attorney for a 1-year term, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, yes; Risdon, yes). All in favor. Motion carried.

**Deputy Municipal Clerk:** A motion was made by Castimore to appoint Diane Brauchle as Deputy Municipal Clerk for a 1-year term, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, yes; Risdon, yes). All in favor. Motion carried.

**Zoning Official:** A motion was made by Castimore to appoint Sharon Tufaro as Zoning Officer for a 1-year term, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, yes; Risdon, yes). All in favor. Motion carried.

**Public Defenders:** A motion was made by Castimore to appoint Daniel Colfax and James Sloan as Public Defenders for 1-year terms, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, yes; Risdon, yes). All in favor. Motion carried.

**Sergeant At Arms:** A motion was made by Castimore to appoint Jeffrey Willis and Terrence Snyder as Sergeants At Arms for 1-year terms, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, yes; Risdon, yes). All in favor. Motion carried.

**Prosecutor:** A motion was made by Castimore to appoint Peter Laemers as Prosecutor for a 1-year term, seconded by Ayers.. Roll call was taken for a 5-0 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, yes; Risdon, yes). All in favor. Motion carried.

**Assistant Prosecutor:** A motion was made by Castimore to appoint Michael Hanifan, Sr. as Assistant Prosecutor for a 1-year term, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, yes; Risdon, yes). All in favor. Motion carried.

**Insurance Company:** A motion was made by Castimore to appoint Tri State Insurance Co. as Insurance Company for a 1-year term, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, yes; Risdon, yes). All in favor. Motion carried.

**Auditor:** A motion was made by Castimore to appoint the firm of Ferraioli, Weilkoltz, Cerullo & Cuva as Auditor for a 1-year term, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, yes; Risdon, yes). All in favor. Motion carried.

**Assessment Search Officer:** A motion was made by Castimore to appoint Patricia Bussow as Assessment Search Officer for a 1-year term, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, yes; Risdon, yes). All in favor. Motion carried.

**Tax Search Officer:** A motion was made by Castimore to appoint Steve Lance as Tax Search Officer for a 1-year term, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, yes; Risdon, yes). All in favor. Motion carried.

**Public Agency Compliance Officer:** A motion was made by Castimore to appoint Patricia Bussow as Public Agency Compliance Officer for a 1-year term, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, yes; Risdon, yes). All in favor. Motion carried.

**Police Commissioner:** A motion was made by Castimore to appoint Christopher Carney as Police Commissioner for a 1-year term, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, yes; Risdon, yes). All in favor. Motion carried.

**Dog Licensing Official:** A motion was made by Castimore to appoint Diane Brauchle as Dog Licensing Official for a 1-year term, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, yes; Risdon, yes). All in favor. Motion carried.

**SWAC Representative:** Tabled.

**PAC Representative:** Tabled.

**Official Newspapers:** A motion was made by Castimore to approve the following Official Newspapers for a 1-year term, seconded by Ayers.

New Jersey Herald  
New Jersey Sunday Herald

Roll call was taken for a 5-0 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, yes; Risdon, yes). All in favor. Motion carried.

**LAND USE BOARD:**

Mayor Risdon made the following appointments to the Land Use Board:

- Mayor - Class I: Edwin Risdon, Jr. (1-year term)
- Class II Member: Sharon Tufaro (1-year term)
- Class III Member: Emery Castimore, Jr. (1-year term)
- Class IV Member: Wolfgang Gstattenbauer (4-year term)
- Class IV Member: R. Michael Dolan (4-year term)
- Alternate #1: Richard Wingle, Jr. (2-year term)
- Alternate #3: Ty Kobis (2-year term)

**OPEN SPACE COMMITTEE:**

A motion was made by Castimore to appoint the following members to the Open Space Committee, seconded by Ayers:

- Land Use Board Member: Dana French (1-year term)
- Land Use Board Member: R. Michael Dolan (1-year term)
- Park Commission Member: Vacant
- Engineer: Harold Pellow (1-year term)
- Attorney: Benbrook & Benbrook (1-year term)
- Regular Member: Sherman Tomisino (3-year term)

Roll call was taken for a 5-0 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, yes; Risdon, yes). All in favor. Motion carried.

**PARK COMMISSION:**

A motion was made by Castimore to appoint the following members to the Park Commission, seconded by Ayers:

- Engineer: Corey Stoner (1-year term)
- Regular Member: Brad Szatkiewicz (2-year term)
- Regular Member: Derek Kennedy (2-year term)
- Regular Member: Geoff Dean (2-year term)
- Regular Member: Harold Rowan III (2-year term)
- Regular Member: Arthur Pierson (2-year term)

Roll call was taken for a 5-0 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, yes; Risdon, yes). All in favor. Motion carried.

## COMMITTEE LIAISONS:

A motion was made by Castimore to appoint the following Committee Liaisons for a one-year term, seconded by Ayers:

State Planning Commission:	Sam Castimore and James Ayers
Sussex County Farm and Horse Show:	Edwin Risdon, Jr. and Nicholas Civitan
Municipal Office:	James Ayers and Christopher Carney
Municipal Court:	Sam Castimore and Edwin Risdon, Jr.
Road Department:	Edwin Risdon, Jr. and Christopher Carney
Park Commission:	Nicolas Civitan and Christopher Carney
Board of Health:	Nicholas Civitan and Christopher Carney
Economic Partnership:	James Ayers
Willow Glen:	Edwin Risdon, Jr.
Open Space Committee:	James Ayers and Sam Castimore
Municipal Drug Alliance:	Nicholas Civitan
Economic Development Committee:	Sam Castimore and Christopher Carney
Board of Education:	Christopher Carney and Nicolas Civitan

Roll call was taken for a 5-0 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, yes; Risdon, yes). All in favor. Motion carried.

## RESOLUTIONS:

- **Resolution Authorizing Imposition of Additional Penalties for Tax Delinquencies in Excess of \$10,000 and Setting Interest Rates for Delinquent Taxes:**

A motion was made by Castimore to adopt the Resolution, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, yes; Risdon, yes). All in favor. Motion carried.

- **Resolution Canceling Certain Property Tax Balances**

A motion was made by Castimore to adopt the Resolution, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, yes; Risdon, yes). All in favor. Motion carried.

- **Resolution Authorizing the Municipal Assessor and Municipal Attorney to Defend before the Sussex County Board of Taxation and Tax Court of the State of New Jersey all Contested Appeals and to Initiate Municipal Appeals to Correct the Township of Frankford Tax List**

A motion was made by Castimore to adopt the Resolution, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, yes; Risdon, yes). All in favor. Motion carried.

- **Resolution Designating Official Depositories/Authorized Signatures**

A motion was made by Castimore to adopt the Resolution, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, yes; Risdon, yes). All in favor. Motion carried.

## PROFESSIONAL SERVICES AGREEMENTS:

A motion was made by Castimore to award the Computer Maintenance, Support and Network Administration contract to Municipal Software, Inc. in the amount of \$12,291 annually, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, yes; Risdon, yes). All in favor. Motion carried.

A motion was made by Ayers to award the contract for Open Space Consulting Services to Conservation Advising Services, LLC in the amount of \$10,000 annually, seconded by Castimore. Roll call was taken for a 5-0 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, yes; Risdon, yes). All in favor. Motion carried.

A motion was made by Castimore to award a contract to Space Wild Animal Farm, Inc. in the amount of \$31 per deer pickup for 2018. Roll call was taken for a 5-0 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, yes; Risdon, yes). All in favor. Motion carried.

**ADOPT 2018 TEMPORARY MUNICIPAL BUDGET (BY RESOLUTION READ IN FULL):**

A motion was made by Castimore to adopt the Temporary Budget Resolution, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, yes; Risdon, yes). All in favor. Motion carried.

**ADOPT 2018 MEETING DATES:**

A motion was made by Castimore to adopt the 2018 Meeting Dates, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, yes; Risdon, yes). All in favor. Motion carried.

**SCHEDULE 2018 BUDGET MEETING DATES:**

A motion was made by Castimore to hold the first budget meeting workshop on January 23, 2018 at 9:30AM, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, yes; Risdon, yes). All in favor. Motion carried.

**ADOPT 2018 OFFICIAL HOLIDAY SCHEDULE:** Due to the DPW Contract still being negotiated, the adoption of the Official Holiday Schedule will be postponed.

**PUBLIC PARTICIPATION:**

A motion was made by Castimore to open to the public for comment, seconded by Ayers. All in favor. Motion carried

There was no public comment.

A motion was made by Castimore to close to the public for comment, seconded by Ayers. All in favor. Motion carried

**ADJOURN:** A motion was made by Civitan to adjourn, seconded by Carney. All in favor. Motion carried.

Attest:

*Patricia L. Bussow*

Patricia L. Bussow, RMC  
Municipal Clerk