

**MINUTES OF THE MEETING OF THE MAYOR AND COMMITTEE OF THE
TOWNSHIP OF FRANKFORD HELD ON
JANUARY 9, 2018**

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 Meeting Notice.

ROLL CALL: Present were Committeeman Civitan, Committeeman Carney, Committeeman Ayers, Deputy Mayor Castimore and Mayor Risdon. Also present were Township Attorney Kevin Benbrook and Municipal Clerk Patricia Bussow.

SALUTE THE FLAG

EXECUTIVE SESSION: By Resolution

A motion was made by Castimore to move into Executive Session, seconded by Ayers. All in favor. Motion carried.

A motion was made by Castimore to close from Executive Session and move into Regular Session, seconded by Ayers. All in favor. Motion carried.

Results from Executive Session: The Township Attorney stated that discussion took place regarding the Department of Public Works ongoing contract negotiations.

CONSENT AGENDA: ALL MATTERS LISTED BELOW ARE CONSIDERED TO BE ROUTINE IN NATURE AND WILL BE ENACTED BY ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION OF THE ITEMS. IF ANY DISCUSSION IS DESIRED, THAT PARTICULAR ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND WILL BE CONSIDERED SEPARATELY.

LICENSES/PERMITS:

Social Affair Permit - United Way of Northern NJ on January 27, 2018

Campground License – NJ State Fair/Sussex County Farm & Horse Show

Blue Light Permit – Robert R. Peer, Frankford Fire Department

Red Light Permit – James C. Dale, Frankford Fire Department/Rescue EMS

A motion was made by Castimore to approve the Consent Agenda for Licenses/Permits, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion. (Committeeman Civitan, yes; Committeeman Carney, yes; Committeeman Ayers, yes; Deputy Mayor Castimore, yes; and Mayor Risdon, yes).

RESOLUTIONS:

Resolution Refunding 2017 Tax Overpayment Block 42 Lot 15

Transfer Resolution (as submitted by the CFO)

A motion was made by Castimore to approve the Consent Agenda for Resolutions, seconded by Ayers. Roll call was taken for a 4-1 vote in favor of this motion. (Committeeman Civitan, yes, Committeeman Carney, yes; Committeeman Ayers, abstain, Deputy Mayor Castimore, yes; and Mayor Risdon, yes).

PUBLIC PORTION

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

Resident and Fire Department Member Mike Fox submitted a list of all the Fire Department's trucks and a brief description of each one. He also submitted a survey of all the Fire Departments in the County. Frankford Fire Department is prepared to relinquish some of the responsibility to Frankford Township for the acquisition of apparatus and new fire trucks. The Township Attorney suggested they meet with Bond Counsel.

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

TOWNSHIP REPORTS:

• Township Committee Reports:

Committeeman Ayers reported that Open Space Consultant Bob Canace mentioned that the State has reviewed the first phase of the transaction for the property swap with the Park. The State is asking what is on the property as far as structures, and our zoning official will be going out to inspect the site.

The Open Space meeting was cancelled due to snow, so the reorganization will be on February 1, 2018.

Mayor Risdon reported that the carpentry work at the Perry Road rental house was completed prior to the New Year, and new appliances will be ordered and installed.

Committeeman Carney reported that he inadvertently omitted appointing Tom Jaust from the Commission at the last meeting. Lauren Cardinale is still on the commission, so this makes the number of the members on the commission at nine.

A motion was made by Castimore to appoint Tom Jaust to the Parks Commission for a two-year term, seconded by Carney. Roll call was taken for a 5-0 vote in favor of this motion. (Committeeman Civitan, yes; Committeeman Carney, yes; Committeeman Ayers, yes; Deputy Mayor Castimore, yes; Mayor Risdon, yes).

Committeeman Carney added that the Park Commission would like to hire a seasonal part-time employee to come in to paint the fields and any other maintenance needed. The cost would come out of the leasehold account.

A motion was made by Carney to hire a seasonal part-time employee for the park, their salary not to exceed \$13.00 per hour, and not to exceed 8 hours per week for 40 weeks, seconded by Civitan. Roll call was taken for a 5-0 vote in favor of this motion. (Committeeman Civitan, yes; Committeeman Carney, yes; Committeeman Ayers, yes, Deputy Mayor Castimore, yes; Mayor Risdon, yes).

OLD BUSINESS:

- Estimate for Demo from Jeff Fette, Construction Official regarding Unsafe Structure located at 133 Route 206 - Frankford Township which expired on November 22, 2017:** This matter will be carried.
- Options for 28 Pelletown Road (Former Cat Shelter):** The Township Attorney will put bid specs together for a public auction.
- Approval of 2018 Holiday Schedule:**

A motion was made by Carney to amend Holiday Schedule for 2018 by removing Martin Luther King, Jr. Day, Monday, January 15, 2018, seconded by Castimore. Roll call was taken for a 5-0 vote in favor of this motion. (Committeeman Civitan, yes; Committeeman Carney, yes; Committeeman Ayers, yes; Deputy Mayor Castimore, yes; Mayor Risdon, yes).

- **Farm Lease at the Park – Auction:**

A motion was made by Castimore to go out to bid for a three-year Farm Lease at the Park. A Public Auction to be held at 7:00 p.m. at the Regular Township Meeting on Tuesday, February 13, 2018, seconded by Carney. Roll call was taken for a 5-0 vote in favor of this motion. (Committeeman Civitan, yes; Committeeman Carney, yes; Committeeman Ayers, yes; Deputy Mayor Castimore, yes; Mayor Risdon, yes).

NEW BUSINESS:

- **Appointments to Economic Development Committee:**

A motion was made by Ayers to introduce **Ordinance #2018-01** on First Reading by Title Only – An Ordinance to amend Chapter 2-30.1 to Increase the Economic Development Committee from 9 members to 10 members, seconded by Castimore. Roll call was taken for a 5-0 vote in favor of this motion. (Committeeman Civitan, yes; Committeeman Carney, yes; Committeeman Ayers, yes; Deputy Mayor Castimore, yes; Mayor Risdon, yes).

A motion was made by Civitan to appoint the following members to the Economic Development Committee: Brian Crobock, Brian Emma, Charles Ferruggia, Tommy Hatzinas, Sharon Hubbell, Peter Knipe, Marc Macri, Robert Mattacotta, Dave Silverthorne and Nancie Wise, seconded by Carney. Roll call was taken for a 5-0 vote in favor of this motion. (Committeeman Civitan, yes; Committeeman Carney, yes; Committeeman Ayers, yes; Deputy Mayor Castimore, yes; Mayor Risdon, yes).

A motion was made by Castimore to establish that the Economic Development Committee's organizational meeting be on February 12, 2018, with monthly meetings set thereafter on the 2nd Monday of each month at 7:00 p.m., seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion. (Committeeman Civitan, yes; Committeeman Carney, yes; Committeeman Ayers, yes; Deputy Mayor Castimore, yes; Mayor Risdon, yes).

A motion was made by Ayers to introduce **Ordinance #2018-02** on First Reading by Title Only – An Ordinance to amend Chapter 2-31 of the Code of the Open Space Committee to increase the total number of members from 3 public members to 5 public members, seconded by Carney. Roll call was taken for a 5-0 vote in favor of this motion. (Committeeman Civitan, yes; Committeeman Carney, yes; Committeeman Ayers, yes; Deputy Mayor Castimore, yes; Mayor Risdon, yes).

- **Resolution Designating Fire Official:**

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. (Committeeman Civitan, yes; Committeeman Carney, yes; Committeeman Ayers, yes; Deputy Mayor Castimore, yes; Mayor Risdon, yes).

- **Proposal as submitted by Ursula Leo, Esq. of Laddey, Clark & Ryan, LLP for Employment Counsel and Handbook Review:**

A motion was made by Castimore to approve the proposal submitted by Ursula H. Leo, Esq. of Laddey, Clark & Ryan, LLP for Employment Counsel and Handbook Review, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion. (Committeeman Civitan, yes; Committeeman Carney, yes; Committeeman Ayers, yes; Deputy Mayor Castimore, yes; Mayor Risdon, yes).

APPROVE PAYMENT OF BILLS

A motion was made by Castimore to approve payment of bills, excluding Purchase Order 14906, seconded by Carney. Roll call was taken for a 4-1 vote in favor of this motion. (Committeeman Civitan, yes; Committeeman Carney, yes; Committeeman Ayers, abstain; Deputy Mayor Castimore, yes; Mayor Risdon, yes).

A motion was made by Castimore to approve payment of Purchase Order 14906, seconded by Carney. Roll call was taken for a 5-0 vote in favor of this motion. (Committeeman Civitan, yes; Committeeman Carney, yes; Committeeman Ayers, yes; Deputy Mayor Castimore, yes; Mayor Risdon, yes).

PUBLIC PORTION

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

Resident Peter Knipe discussed a recommendation for an auctioneer. Mr. Knipe thanked the Committee for his appointment to the Economic Development Committee.

Resident Marc Macri stated that High Ridge Association should have their answer about the possible acquisition of the Pelletown Road property to be used as a clubhouse by the end of the month. Mr. Macri thanked the Committee for his appointment to the Economic Development Committee.

Heidi Mountford of Newton commented on the auction of the Pelletown Road property, and expressed interest in such.

Resident Mike Fox Questioned the personnel policy change regarding the removal of the Martin Luther King Jr. holiday.

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

Additional Committee Comments: Committeeman Carney spoke regarding an interest in running paperless meetings by purchasing Chromebooks and using Google Docs. This would also enable the sharing of files with other committees, liaisons, etc. Mayor Risdon commented that this idea was mentioned before and he thinks it is a good one. Suggested that Committeeman Carney look into this.

Committeeman Ayers commented that he would like to have research done to increase the bid threshold, and possibly put a resolution forth for support.

ADJOURNMENT

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

Attest:

Patricia L. Bussow

Patricia L. Bussow, RMC
Municipal Clerk