

**MINUTES OF THE MEETING OF THE MAYOR AND COMMITTEE
OF THE TOWNSHIP OF FRANKFORD
HELD ON JULY 10, 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 Ayers and Mayor Risdon. Also in attendance were Attorney Kevin Benbrook and Municipal Clerk, Patricia Bussow.

SALUTE THE FLAG

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:

Event License:

Newton Kennel Club, Inc.
August 30 to September 1, 2018

Irish American Association of NW Jersey
September 9, 2018

Sussex Christian School
September 22, 2018

A motion was made by Ayers to approve the Consent Agenda, seconded by Civitan. Roll call was taken for a 3-0 vote in favor of this motion (Civitan, yes; Ayers, yes; Risdon, yes). All in favor. Motion carried.

PUBLIC PORTION:

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

Resident Christopher Poole commented that he was concerned about the Frankford Township Fire Department sign and that it might blow onto the road (Route 206) as it is not secure.

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

ORDINANCES
2ND READING:

ORDINANCE #2018-10

**AN ORDINANCE TO AUTHORIZE THE SALE OF REAL PROPERTY
TO CONTIGUOUS PROPERTY OWNERS**

PUBLIC HEARING: Public Hearing was canceled.

A motion was made by Ayers to amend Ordinance #2018-10 to have the bid opening at the September 11, 2018 meeting and to revise the minimum bid amount to \$250.00 per acre, seconded by Civitan. Roll call was taken for a 3-0 vote in favor of this motion (Civitan, yes; Ayers, yes; Risdon, yes). All in favor. Motion carried.

ORDINANCE #2018-11

**AN ORDINANCE OF THE TOWNSHIP OF FRANKFORD, COUNTY OF SUSSEX, STATE OF NEW
JERSEY, AMENDING CHAPTER 30 ENTITLED "COMPREHENSIVE LAND USE ORDINANCE" TO
AMEND, CLARIFY AND UPDATE THE ACCESSORY BUILDINGS AND STRUCTURES ORDINANCE
REQUIREMENTS CODIFIED AT SECTION 1015**

Purpose Statement – The purpose of this Ordinance is to amend the existing Accessory Buildings and Structures Ordinance of the Township Code to amend, clarify and update Section 30-1015 regarding accessory buildings and structures.

WHEREAS, Section 30-1015 of the Township of Frankford Comprehensive Land Use Ordinance regulates accessory buildings and structures located within the Township of Frankford ("the Accessory Buildings and Structures Ordinance"); and

WHEREAS, the Accessory Buildings and Structures Ordinance requires clarification regarding where accessory buildings and structures may be located on lots within the Township, including and not limited to corner lots; and

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Frankford that Chapter 30 entitled "Comprehensive Land Use Ordinance" of the Township of Frankford is hereby amended as follows:

Section 1 - Section 30-1015a1, included in the Code entitled "Accessory Buildings in All Districts," is amended to delete the existing section and replace it with the following:

a. *Accessory Buildings in All Districts.* No accessory building shall be located closer than ten (10) feet to any other building. (Ord. No. 2011-07 § 11)

1. No accessory building shall be located closer to a right-of-way line than the principal building. An accessory structure located on a corner lot shall also be set back from the side street to comply with the setback line applying to the principal structure for that side street. Gazebos may be located closer to a right-of-way line than the principal structure on the same lot, provided that the gazebo is not disproportionate to the size of the lot or principal structure located on the lot, and provided that a front yard setback equal to the prescribed side yard setback for the corresponding zone is maintained for the gazebo.

Section 2 - Section 30-1015a8, included in the ordinance entitled "Accessory Buildings in All Districts," is hereby amended to delete the existing section and replace it in its entirety with the following section:

30-1015a(8) Location. An accessory building may be constructed only in side or rear yards.

Section 3 - Repealer.

All Ordinances or parts of Ordinances inconsistent herewith are repealed as to such inconsistencies.

Section 4 - Severability.

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 5 - Effective Date.

This Ordinance shall take effect upon passage and publication as provided by law.

• **PUBLIC HEARING:**

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

There was no public hearing.

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

A motion was made by Ayers to adopt Ordinance 2018-11 on second reading, seconded by Civitan. Roll call was taken for a 3-0 vote in favor of this motion (Civitan, yes; Ayers, yes; Risdon, yes). All in favor. Motion carried.

ORDINANCE #2018-12

AN ORDINANCE TO AMEND THE ESTABLISHED MINIMUM AND MAXIMUM SALARIES FOR OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF FRANKFORD TO PROVIDE THE METHOD FOR THE PAYMENT OF ANNUAL SALARY INCREMENTS AT THE DISCRETION OF THE FRANKFORD TOWNSHIP COMMITTEE

BE IT ORDAINED by the Township Committee of the Township of Frankford as follows:

Section 1. The minimum and maximum salary range for officers or employees of the Township of Frankford who are employed on an annual salary basis shall be and is hereby fixed as follows:

POSITION	MINIMUM	MAXIMUM
Mayor	\$ 2,000.00	\$ 5,000.00
Deputy Mayor	\$ 2,000.00	\$ 5,000.00
Township Committeeperson	\$ 2,000.00	\$ 5,000.00
Administrator	\$ 5,000.00	\$ 15,000.00
Municipal Clerk/Registrar/Assessment Search Officer	\$ 40,000.00	\$ 75,000.00
Deputy Clerk/Deputy Registrar	\$ 15,000.00	\$ 30,000.00
Dog Licensing Official	\$ 5,000.00	\$ 8,000.00
Board of Health Secretary	\$ 3,000.00	\$ 6,000.00
Office Assistant	\$13 per hour	\$20 per hour
Clean Communities Coordinator	\$ 2,000.00	\$ 5,000.00
Tax Collector/Tax Search Officer	\$ 25,000.00	\$ 65,000.00
Tax Assessor	\$ 25,000.00	\$ 65,000.00
Chief Financial Officer	\$ 10,000.00	\$ 40,000.00
Treasurer/Assistant to Tax Collector & Assessor	\$ 25,000.00	\$ 50,000.00
Land Use Administrator	\$ 20,000.00	\$ 50,000.00

Zoning Officer	\$ 20,000.00	\$ 50,000.00
Fire Official/Inspector	\$ 5,000.00	\$ 20,000.00
Assistant Fire Official/Inspector	\$ 5,000.00	\$ 20,000.00
Fire Subcode Official	\$ 6,000.00	\$ 20,000.00
Plumbing Subcode	\$ 6,000.00	\$ 20,000.00
Electrical Subcode	\$ 6,000.00	\$ 20,000.00
Construction Official	\$ 25,000.00	\$ 45,000.00
Construction Office Secretary	\$ 10,000.00	\$ 25,000.00
Emergency Management Coordinator	\$ 5,000.00	\$ 10,000.00
Animal Control Officer	\$ 5,000.00	\$ 10,000.00
Fee Per Animal Pick Up	\$ 10.00	\$ 20.00
Dog Canvas	\$ 1,000.00	\$ 3,000.00
DPW Supervisor	\$ 50,000.00	\$ 90,000.00
Open Space Committee Secretary	\$100 per mtg	\$100 per mtg
Buildings and Grounds Employee	\$10 per hour	\$20 per hour
Recycling Center Employee	\$10 per hour	\$20 per hour
Park Employee	\$10 per hour	\$20 per hour
Park Supervisor	\$10 per hour	\$20 per hour
Court Employee	\$ 12,000.00	\$ 20,000.00
Inter-Municipal Magistrate	\$ 40,000.00	\$ 70,000.00
Court Administrator	\$ 50,000.00	\$ 70,000.00
Court Call Outs	\$20 per call	\$20 per call
Deputy Court Administrator	\$ 15,000.00	\$ 30,000.00
Court Violations Clerk	\$ 10,000.00	\$ 20,000.00
Sergeant At Arms	\$ 1,000.00	\$ 10,000.00
Public Defender	\$ 1,000.00	\$ 10,000.00
Animal Control - Court Attendance	\$25 per session	\$35 per session
Special Meetings	\$100 per mtg	\$100 per mtg

- **PUBLIC HEARING**

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

There was no public hearing.

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

A motion was made by Ayers to adopt Ordinance 2018-12 on second reading, seconded by Civitan. Roll call was taken for a 3-0 vote in favor of this motion (Civitan, yes; Ayers, yes; Risdon, yes). All in favor. Motion carried.

TOWNSHIP REPORTS:

- Township Committee Reports:

Committeeman Civitan stated that the back stop at the Field #1 has been fully repaired and they are still waiting on the second insurance check for reimbursement. The Municipal Clerk will follow up with the insurance company.

- DPW Report: Reviewed as submitted by the DPW Supervisor

OLD BUSINESS:

- **Open Space Committee Recommendation to the Township Committee concerning hunting regulations at Dry Brook (carried from May 8, 2018 meeting):** No action taken. This matter will be carried.
- **Vaping Ordinances – Discussion Only:** Discussion took place. The Township Attorney will direct a letter to the Land Use Board to convey the Committee’s interest.
- **Winding Brook Farm – Notice of Unsafe Structure:** No action taken. This matter will be carried.

NEW BUSINESS:

- **Review of Proposals for Architectural Services for the proposed 50’ x 50’ pole barn addition to the DPW Garage:** A motion was made by Ayers to authorize Charles Schaffer & Associates, LLC to proceed with architectural services for the proposed pole barn, seconded by Civitan. Roll call was taken for a 3-0 vote in favor of this motion (Civitan, yes; Ayers, yes; Risdon, yes). All in favor. Motion carried.
- **Review of Quotes from Seal Master for Crack Sealing Machine Rental and Materials:** A motion was made by Ayers to approve the quote from SealMaster, Manville, NJ in the amount of \$9,736.50, seconded by Civitan. Roll call was taken for a 3-0 vote in favor of this motion (Civitan, yes; Ayers, yes; Risdon, yes). All in favor. Motion carried.
- **Release and Authorization of Health Benefit Waiver Payment to Jonathan Frato:** A motion was made by Civitan to approve the Release and Authorization of Health Benefit Waiver Payment, seconded by Ayers. Roll call was taken for a 3-0 vote in favor of this motion (Civitan, yes; Ayers, yes; Risdon, yes). All in favor. Motion carried.
- **Resolution by the Frankford Township Committee to add the Hough Farm (Hyatt Road) to Township Municipal Farmland Preservation Planning Incentive Grant:** A motion was made by Ayers to adopt the Resolution, seconded by Civitan. Roll call was taken for a 3-0 vote in favor of this motion (Civitan, yes; Ayers, yes; Risdon, yes). All in favor. Motion carried.

CORRESPONDENCE:

Correspondence was reviewed by the Committee:

- Letter from the State Department of Transportation regarding pavement and bridge repair concerns on Route 206

APPROVE PAYMENT OF BILLS:

A motion was made by Castimore to approve the payment of bills, seconded by Ayers. Roll call was taken for a 3-0 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, yes; Risdon, yes). All in favor. Motion carried.

PUBLIC PORTION

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

A member of BSA Troop 180 was present in furtherance of earning a badge and asked the Committee a question regarding the proposed vaping regulations. He asked if the primary goal was to keep vaping away from the schools. Committeeman Ayers stated that the primary goal is safety of minors, and would include banning the sale or distribution within school zones.

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

EXECUTIVE SESSION:

A motion was made by Ayers to enter Executive Session, by resolution, seconded by Civitan. All in favor. Motion carried.

A motion was made by Ayers to return to Regular Session, seconded by Civitan. All in favor. Motion carried.

Results from Executive Session:

The Township Attorney stated that the Farm Lease at the Township Park was discussed and recommends declaring a breach of contract and termination of lease. Rent in full must be paid prior to the crops being removed at the end of the growing season. The Attorney will send correspondence to the tenant and copy the Municipal Clerk for distribution.

ADJOURNMENT:

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

ATTEST:

Patricia L. Bussow

Patricia L. Bussow, RMC
Municipal Clerk