

**MINUTES OF THE MEETING OF THE MAYOR AND COMMITTEE
OF THE TOWNSHIP OF FRANKFORD HELD ON
NOVEMBER 7, 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 Mayor Risdon, Deputy Mayor Castimore, Committeeman Ayers, Committeeman Carney and Committeeman Civitan. Also present 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.

RESOLUTIONS:

Resolution Authorizing Chief Financial Officer to Cancel Unexpended Balances in Current Fund Budget

Transfer Resolution (as submitted by the CFO)

Resolution Refunding Tax Sale Certificate 2018-003 Which Was Redeemed

A motion was made by Castimore to approve the Consent Agenda, 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). Motion carried.

PUBLIC PORTION

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

There was no public comment.

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

ORDINANCES

1ST READING:

ORDINANCE #2018-16

AMENDING CHAPTER XXVI ENTITLED "SOIL AND SOIL REMOVAL"

A motion was made by Carney to table this Ordinance until such time a workshop can be held to discuss the matter further, seconded by Civitan. All in favor. Motion carried.

ORDINANCE #2018-17

AN ORDINANCE TO AUTHORIZE THE EXECUTION OF AN INTER-LOCAL AGREEMENT ESTABLISHING A JOINT COURT TO BE KNOWN AS “THE MUNICIPAL COURT OF FRANKFORD, LAFAYETTE, SANDYSTON, MONTAGUE AND WALPACK”

A motion was made by Castimore to approve Ordinance #2018-17 on First Reading, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Carney, yes; Civitan, yes; Ayers, yes; Castimore, yes; Risdon, yes). Motion carried.

ORDINANCE #2018-18

AN ORDINANCE TO AMEND CHAPTER IX ENTITLED, “PARKS AND RECREATION AREAS”

A motion was made by Civitan to approve Ordinance #2018-18 on First Reading, seconded by Carney. Roll call was taken for a 5-0 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, yes; Risdon, yes). Motion carried.

ORDINANCES
2ND READING:

ORDINANCE #2018-15

AN ORDINANCE TO AMEND CHAPTER 3-2 ENTITLED, “HOURS OF USE FOR MUNICIPAL PROPERTIES” TO ESTABLISH HUNTING REGULATIONS

WHEREAS, the Township Committee of the Township of Frankford, New Jersey, deems it to be in the best interest and general welfare of the citizens and residents of this Township to establish regulations relating to hunting on public property.

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Frankford, County of Sussex, State of New Jersey that Chapter 3-2 entitled, “Hours of Use for Municipal Properties” is hereby amended as follows:

Section 1.

Section 3-2.3 entitled “Violations” is hereby redesignated Section 3-2.4 and a new Section 3-2.3 entitled “Hunting” is hereby adopted to read as follows:

3-2.3 Hunting. Hunting on municipal property shall be permitted in accordance with the rules and regulations established by The New Jersey Division of Fish and Wildlife, with the exception of Block 44, Lot 10, commonly known as Dry Brook Preserve. With respect to Dry Brook Preserve, hunting shall be restricted by species to white tail deer only and by season to all bow and all shotgun seasons established by The New Jersey Division of Fish and Wildlife zone regulations applicable to Dry Brook Preserve, as the same may be amended by the Division from time to time.

Section 2. **Severability.** All Ordinances and parts of Ordinances inconsistent with any part of this Ordinance are hereby repealed to the extent that they are in such conflict or inconsistent. If any section, paragraph, subparagraph, sentence, clause, or phrase of this Ordinance shall be held to be invalid by any court, such decision shall not invalidate any remaining portion of this Ordinance.

Section 3. **Effective Date.** This Ordinance shall take effect upon passage and publication as soon as practicable and in the manner provided by law.

Section 4. **Repealer.** All Ordinances or parts of Ordinances inconsistent with or in conflict with the Ordinance are hereby repealed to the extent of such inconsistency.

- **PUBLIC HEARING**

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

Mr. Rob Edwards spoke and questioned the proposed restrictions, stating that he believes the Dry Brook property in particular, should be open to all hunting as prescribed by Fish and Game.

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

A motion was made by Ayers to adopt Ordinance #2018-15 on Second Reading, seconded by Civitan. Roll call was taken for a 3-2 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, no; Risdon, no). Motion carried.

TOWNSHIP REPORTS:

- Township Committee Reports

Committeeman Carney commented that the tenants need to supply proof of renter's insurance. Attorney Benbrook agreed and will send out letters to all tenants.

Committeeman Ayers stated that he spoke to Idea Farms, and they estimated the landscaping at the Perry Road house to be \$2,595.00. A motion was made by Ayers to authorize the quote, subject to certification of funds by the CFO, 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.

Mayor Risdon spoke regarding the current re-construction of the Armstrong Road bridge and asked for a motion to donate the golf cart used at the Township Park for the residents at Armstrong Road, until such time construction is finished. A motion was made by Castimore to allow use of the golf cart for the Armstrong Road residents who are directly affected by the bridge closure, subject to any insurance requirements, 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.

- DPW Report – The DPW Report was reviewed as submitted by the Supervisor.

Discussion took place regarding staffing at the Road Department, and with recent injuries, Supervisor Mark Yetter has been unable to approve time off for the remaining crew. He also stated the need to have a part time employee for snow plowing, should there be storms in the next few weeks.

A motion was made by Castimore to revise the Personnel Policy to authorize the Township Committee, at their discretion, to allow an employee to carry up to five additional vacation days to be used within the first six months of the following year only. Furthermore, the Township Committee will authorize the DPW employees to carry an extra five days to 2019 due to extenuating circumstances. This motion was seconded by 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.

A motion was made by Ayers to advertise for a part-time truck driver at the hourly rate established by the union contract, 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.

OLD BUSINESS:

- **Vaping Ordinance – Discussion Only:** The Committee decided to refer the matter to the Land Use Board for review.

NEW BUSINESS:

- **Review and Approval of Best Practices Worksheet CY 2018/SFY2019:** A motion was made by Ayers to approve the submission of the Best Practices Worksheet, 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). Motion carried.
- **Proposed Stipend for Cell Phone Use for Municipal Employees:** A motion was made by Ayers to authorize a \$100.00 annual stipend for the DPW employees only, 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). Motion carried.
- **Proposals for Stump Removal and Disposal:** A motion was made by Civitan to approve the Proposal submitted by Pierson Landscaping & Excavating in the amount of \$5,600.00, 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). Motion carried.
- **Supplement to Personnel Policies and Procedures Manual/Employee Handbook – Sick Leave Policy:** A motion was made by Ayers to approve the Supplement, seconded by Castimore. Roll call was taken for a 5-0 vote in favor of this motion (Carney, yes; Civitan, yes; Ayers, yes; Castimore, yes; Risdon, yes). Motion carried.
- **Request by Property Owner of Block 231/Lot 10 to Accept Donation of Land:** Mayor Risdon stated he would speak to the neighboring property owner regarding the possibility of acquiring the land in question and will update the Attorney accordingly.
- **Dry Brook Preserve – Farm Lease expiring December 31, 2018:** Discussion took place regarding the renewal of the lease. The Township Attorney and Open Space Consultant will confer, with a proposed bidding date for the first regular meeting in January.

Committeeman Ayers added an item of new business and asked for a motion for the Municipal Clerk to address a letter to Branchville Borough expressing interest in acquiring the Branchville Reservoir, should it become available. A motion was made by Ayers to address a Letter of Intent for the acquisition of the Branchville Reservoir, seconded by Carney. Roll call was taken for a 3-2 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, no; Risdon, no). Motion carried.

APPROVE PAYMENT OF BILLS

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

PUBLIC PORTION

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

Township Engineer Harold Pellow was present and gave the Committee his updated Road Paving Projects summary for 2019.

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

EXECUTIVE SESSION

There was no Executive Session held.

ADJOURNMENT

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

Attest:

Patricia L. Bussow

Patricia L. Bussow, RMC
Municipal Clerk