

**AGENDA FOR THE MEETING OF THE MAYOR AND COMMITTEE OF THE
TOWNSHIP OF FRANKFORD TO BE HELD ON
DECEMBER 11, 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

PUBLIC PORTION:

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

Resident Janice Cerra spoke regarding issues on Fairview Avenue. Mrs. Cerra stated that there is construction equipment and other debris blocking the roadway and at times she cannot access her property. She is also concerned about vehicles being able to turn around. Attorney Benbrook stated he will contact Mr. Haggerty regarding the construction of the turn-around, which was part of the deed restriction upon vacating the road.

Resident and Board of Health President Mike Dolan thanked the Municipal Clerk and the Board of Health Secretary for all their help with the Rabies Clinic, which was a huge success.

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

ORDINANCES

2nd READING:

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”**

BE IT ORDAINED by the Township Committee of the Township of Frankford, County of Sussex, and State of New Jersey as follows:

Section 1.

1. The Mayor and Township Clerk are hereby authorized to execute an Agreement establishing a Joint Municipal Court known as “The Municipal Court of Frankford, Lafayette, Sandyston and Montague and Walpack” pursuant to the authority granted to the municipality by N.J.S.A. 2B:12-1 et seq. The Agreement is attached hereto as **Exhibit A**, and its terms and conditions are incorporated herein by reference, as though set forth at length.

2. This Ordinance will be effective upon the adoption of reciprocal Ordinances by the governing bodies of all participating municipalities, the Township of Frankford, the Township of Lafayette, the Township of Sandyston, the Township of

Montague and the Township of Walpack.

3. On the effective date of this ordinance, (as above provided) the Joint Municipal Court heretofore existing and known as The Municipal Court of Frankford, Lafayette, Branchville, Sandyston and Montague/Walpack shall be abolished and its function, powers and duties, records, property and pending cases shall be transferred to the new Joint Municipal Court established herein.

Section 2. Severability. 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. Codification. This Ordinance may be renumbered for codification purposes.

Section 4. Effective Date. This Ordinance shall take effect upon passage and publication as soon as practicable and in the manner provided by law.

Section 5. 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.

There was no public comment.

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

A motion was made by Castimore to adopt Ordinance #2018-17 on Second 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). All in favor. Motion carried.

A motion was made by Castimore to approve the Inter-Local Agreement Establishing a Joint Court to be known as The Municipal Court of Frankford, Lafayette, Sandyston, Montague and Walpack, 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.

ORDINANCE #2018-18

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

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Frankford, County of Sussex, State of New Jersey that Chapter IX entitled, "Parks and Recreation Areas" is hereby amended as follows:

Section 1.

Section 9-1.11 entitled "Meetings Open to the Public" is hereby amended in its entirety to read as follows:

Meetings of the Park Commission shall be conducted in compliance with the requirements of the "Senator Byron M. Baer Open Public Meetings Act." A schedule of regular meetings for the year shall be advertised on or before January 10 of each year. Any other meeting shall comply with the adequate notice or emergency meeting requirements of the Act. A written agenda may be prepared and posted with respect to any meeting, which said agenda shall, to the extent known, identify the business to be conducted at the meeting. Any agenda shall be subject to additions or deletions, in the sound discretion of a majority of the Commission.

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 Ayers. All in favor. Motion carried.

There was no public comment.

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

A motion was made by Castimore to adopt Ordinance #2018-18 on Second 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). All in favor. Motion carried.

TOWNSHIP REPORTS:

- Township Committee Reports

Committeeman Carney stated that the batting cage has been installed at the Park and clay and conditioner have been delivered for the fields.

Committeeman Civitan stated that the financial statements for the Fire Department will be submitted in time for the January budget meeting, and that the new firehouse is progressing.

Committeeman Ayers stated that Open Space Consultant Bob Canace is currently working with property owner Mr. Linn on his proposed farmland preservation application. Open Space is hoping to have an open-house/workshop in March to explain the preservation process and answer any questions the public may have. Committeeman Ayers also stated that the Open Space Committee is in need of a secretary for their meetings.

Deputy Mayor Castimore met with senate majority leaders regarding pension and healthcare reform. He also met with representatives from JCP&L regarding power line maintenance and the proposed infrastructure program.

Mayor Risdon stated that the railing at the Perry Road house should be completed soon, and the Committee should move forward with renting the unit.

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

OLD BUSINESS:

- Dry Brook Preserve – Farm Lease expiring December 31, 2018: A motion was made to Ayers to bid the lease at the regular meeting to be held on January 8, 2019, 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.

NEW BUSINESS:

- **Approval of Township Policies and Procedures Manual and Employee Handbook:** A motion was made by Castimore to approve the Township Policies and Procedures Manual and Employee Handbook, 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).
- **Township Engineer's End-of-Year Report:** The Committee reviewed the report as submitted by Harold Pellow.
- **Request from Clean Communities/Recycling Coordinator for Approval for Charitable Recycling Containers:** The Committee discussed the request, but would prefer an alternate location for the bins other than the Municipal Building lot. The Municipal Clerk will speak with the Coordinator to see if there are alternative locations.
- **Authorization for Bond Release for 13 Newton Avenue, LLC (Fueling Station & Mini Mart):** A motion was made by Castimore to authorized the release of the bond, 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).
- **Professional Services Agreement for 2019 Open Space Consulting Services – Conservation Advising Services, LLC:** This item of business will be carried to the annual Reorganization Meeting.
- **Approval of Letter to be sent to the New Jersey State Agriculture Development Committee regarding the Municipal Planning Incentive Grant – Farmland Preservation Plan:** A motion was made by Civitan to authorize the submission of the letter to the New Jersey State Agricultural Development Committee, 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).
- **Transfer Resolution as submitted by CFO:** A motion was made by Castimore to approve the Transfer Resolution, 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).
- **Schedule Re-Organization Meeting:** A motion was made by Castimore to schedule and advertise the Annual Re-Organization Meeting for Tuesday, January 8, 2019 at 6:00PM. Roll call was taken for a 5-0 vote in favor of this motion (Civitan, yes; Carney, yes; Ayers, yes; Castimore, yes; Risdon, yes).
- **Additional Improvements to Perry Road Rental House – Estimate for installation of a drain in the basement:** A motion was made by Ayers to approve the estimate submitted by Ideal Landscape Designs for drainage work in the amount of \$2,850.00, 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).
- **Economic Development Committee – Proposal for Township Sign at Ross' Corner:** No action was taken on this matter.
- **Scheduling of Workshop Meetings:** A motion was made by Ayers to schedule Township Committee workshop meetings for the 4th Tuesday of each month at 6:00PM, 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).

- **Township-wide Garbage and Recycling Collection – Discussion:** Committeeman Carney stated that both he and the Administrator have started researching the matter, and he would like to see this posed to the voters as a question on the ballot in November. No formal action was taken at this time.
- **Office of Emergency Management – Request for Quarterly Reports:** At the request of Committeeman Civitan, this matter was placed on the agenda. OEM Coordinator Mike Dann was present at the meeting and verbally updated the Committee on progress, including making updates to the Emergency Management Plan and attending meetings on behalf of the Township for OEM purposes.

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). All in favor. Motion carried.

PUBLIC PORTION:

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

There was no public comment.

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

EXECUTIVE SESSION: By Resolution

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

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

Results from Executive Session:

Discussion took place regarding correspondence received that could incur potential litigation. The Township will not be responding to said correspondence.

Annual salary increase for non-union municipal employees was discussed. The Administrator will prepare a salary resolution for approval at the Annual Reorganization Meeting.

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