

**MINUTES OF THE MEETING OF THE MAYOR AND COMMITTEE OF
THE TOWNSHIP OF FRANKFORD HELD ON
FEBRUARY 14, 2017**

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 Castimore, Deputy Mayor Risdon and Mayor Ayers. Also present were Kevin Benbrook, Esq. and Patricia L. Bussow, Municipal Clerk.

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:

- #1. Blue Light Permits:**
Keith Soltis, Member, Blue Ridge Rescue Squad
Linda Larsen, Member, Blue Ridge Rescue Squad
- #2. Campground Licenses:**
Harmony Ridge Campground
New Jersey State Fair/Sussex County Farm
& Horse Show
- #3. Soil Removal Permits:**
Harmony Ridge Campground
Saxton Falls Sand & Gravel Co.
- #4. Event License:**
Military Transport Association – April 22 and 23, 2017

RESOLUTIONS:

- Resolution Adopting the Sussex County Hazard Mitigation Plan
- Resolution Refunding Tax Sale Certificate 2017-001 (Not Yet Issued) Which Was Redeemed
- Resolution Refunding Tax Sale Certificate 2017-016 (Not Yet Issued) Which Was Redeemed

A motion was made by Castimore to approve #1 and #4 on the Consent Agenda, seconded by Risdon. Roll call was taken for a 3-0 vote in favor of this motion. (Castimore, yes; Risdon, yes; Ayers, yes). All in favor. Motion carried.

A motion was made by Castimore to approve #2 and #3 on the Consent Agenda, seconded by Ayers. Roll call was taken for a 2-1 vote in favor of this motion. (Castimore, yes; Risdon, abstain; Ayers, yes). Motion carried.

PUBLIC PORTION

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

There was no public comment.

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

ORDINANCES

1st READING:

ORDINANCE #2017-04

CALENDAR YEAR 2017

**ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION
LIMITS AND TO ESTABLISH A CAP BANK
(N.J.S.A. 40A: 4-45.14)**

A motion was made by Castimore to approve Ordinance #2017-04 on First Reading, seconded by Risdon. Roll call was taken for a 3-0 vote in favor of this motion (Castimore, yes; Risdon, yes; Ayers, yes). All in favor. Motion carried.

ORDINANCE #2017-05

**AN ORDINANCE OF THE TOWNSHIP OF FRANKFORD,
COUNTY OF SUSSEX, STATE OF NEW JERSEY
AMENDING CHAPTER 30 ENTITLED
“COMPREHENSIVE LAND USE ORDINANCE”
TO UPDATE THE AFFORDABLE HOUSING REQUIREMENTS
OF THE REVISED GENERAL ORDINANCES**

A motion was made by Risdon to approve Ordinance #2017-05 on First Reading, seconded by Castimore. Roll call was taken for a 3-0 vote in favor of this motion (Castimore, yes; Risdon, yes; Ayers, yes). All in favor. Motion carried.

ORDINANCE #2017-06

**AN ORDINANCE AMENDING CHAPTER XII, SECTION 12.1.3 OF THE REVISED
GENERAL ORDINANCES OF THE TOWNSHIP OF FRANKFORD, SUSSEX COUNTY,
NEW JERSEY, AMENDING THE FEES FOR THE ADMINISTRATION AND
ENFORCEMENT OF THE UNIFORM CONSTRUCTION CODE**

A motion was made by Castimore to approve Ordinance #2017-06 on First Reading, seconded by Risdon. Roll call was taken for a 3-0 vote in favor of this motion (Castimore, yes; Risdon, yes; Ayers, yes). All in favor. Motion carried.

ORDINANCES

2nd READING:

ORDINANCE #2017-01

**AN ORDINANCE OF THE MAYOR AND COMMITTEE
OF THE TOWNSHIP OF FRANKFORD
AMENDING “SCHEDULE A” OF CHAPTER 30
ENTITLED “COMPREHENSIVE LAND USE CODE”
OF THE TOWNSHIP CODE TO ADD THE CONDITIONAL USE
OF BED AND BREAKFAST IN ALL OF THE ZONES ON SCHEDULE A**

- **PUBLIC HEARING**

A motion was made by Risdon to open the public hearing, seconded by Castimore. All in favor. Motion carried.

There was no public comment.

A motion was made by Castimore to close to the public hearing, seconded by Risdon. All in favor. Motion carried.

A motion was made by Castimore to adopt Ordinance #2017-01 on Second Reading, seconded by Risdon. Roll call was taken for a 3-0 vote in favor of this motion (Castimore, yes; Risdon, yes; Ayers, yes). All in favor. Motion carried.

ORDINANCE #2017-02

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

- **PUBLIC HEARING**

A motion was made by Risdon to open the public hearing, seconded by Castimore. All in favor. Motion carried.

There was no public comment.

A motion was made by Castimore to close to the public hearing, seconded by Risdon. All in favor. Motion carried.

A motion was made by Castimore to adopt Ordinance #2017-02 on Second Reading, seconded by Risdon. Roll call was taken for a 3-0 vote in favor of this motion (Castimore, yes; Risdon, yes; Ayers, yes). All in favor. Motion carried.

ORDINANCE #2017-03

AN ORDINANCE AUTHORIZING THE ACQUISITION OF A FARMLAND PERSERVATION DEED OF EASEMENT ON A PORTION OF LAND KNOWN AS BLOCK 68, LOT 1.03, AND AUTHORIZING THE ASSIGNMENT OF SAID DEED OF EASEMENT TO THE COUNTY OF SUSSEX

- **PUBLIC HEARING**

A motion was made by Risdon to open the public hearing, seconded by Castimore. All in favor. Motion carried.

There was no public comment.

A motion was made by Castimore to close to the public hearing, seconded by Risdon. All in favor. Motion carried.

A motion was made by Castimore to adopt Ordinance #2017-03 on Second Reading, seconded by Risdon. Roll call was taken for a 3-0 vote in favor of this motion (Castimore, yes; Risdon, yes; Ayers, yes). All in favor. Motion carried.

TOWNSHIP REPORTS:

- **Township Committee Reports:** Deputy Mayor Risdon reported that there was an issue with one of the new trucks which is under warranty and will be going down to be fixed. Deputy Mayor Risdon discussed with Assistant Supervisor Mark Yetter the need for a bucket truck for trimming trees and suggested we look into a used one which run in the range of \$20,000.00. The Committee discussed the need to check into additional insurance for this type of work, and the option of doing a Shared Service Agreement with Wantage.

Attorney Benbrook stated that he contacted the State about the Master Lease for the Park, and suggested the Committee come up with a list of past improvements and a ten-year plan so that he can move forward with drafting a new lease.

- **DPW Report:** Reviewed as submitted by the DPW Supervisor

OLD BUSINESS:

- **Renovations to Township Owned Building at 162 Perry Road:** Deputy Mayor Risdon stated that the DPW gutted the kitchen, took the cabinets out, and also gutted the bathroom and took the tub out. The downstairs has been primed with paint and looks good. Next step is to get estimates from local contractors. Deputy Mayor Risdon also suggested going with standard kitchen cabinets from Home Depot, wood flooring in the kitchen, tile in the bathroom, and carpeting. There is electric heat in the unit, and the main panel of the service had been updated recently, but the electric baseboards, outlets and receptacles need to be changed. Deputy Mayor Risdon suggested we get an electrical contractor to come in to do this work.

NEW BUSINESS:

- **Municipal Software, Inc. – Quote for new server in the amount of \$6,350.00:** A motion was made by Castimore to approve the quote for new server in the amount of \$6,350.00, seconded by Risdon. Roll call was taken for a 3-0 vote in favor of this motion (Castimore, yes; Risdon, yes; Ayers, yes). All in favor. Motion carried.
- **Farmside Landscape & Design – Quote for Tick Control Spray at the Municipal Building in the amount of \$870.00:** A motion was made by Castimore to approve Farmside Landscape & Design's Quote for Tick Control Spray at the Municipal Building in the amount of \$870.00, seconded by Risdon. Roll call was taken for a 2-1 vote in favor of this motion (Castimore, abstain; Risdon, yes; Ayers, yes). All in favor. Motion carried.
- **Recommendation from Township Engineer to Accept Project – Plains Road – Section IV:** A motion was made by Risdon to approve the recommendation from the Township Engineer to accept the Plains Road – Section IV Project subject to final inspection by Harold Pellow, seconded by Castimore. Roll call was taken for a 3-0 vote in favor of this motion (Castimore, yes; Risdon, yes; Ayers, yes). All in favor. Motion carried.
- **Professional Service Agreement for Bond Counsel – Gibbons, PC:** A motion was made by Castimore to approve the Professional Service Agreement for Bond Counsel – Gibbons, PC, seconded by Risdon. Roll call was taken for a 3-0 vote in favor of this motion (Castimore, yes; Risdon, yes; Ayers, yes). All in favor. Motion carried.
- **Request by Counsel representing Frankford Enterprises to Donate property to the Township – 10 Ridge Road, Block 51/Lot 4.01, 11.5 Acres:** Attorney Benbrook will review this matter and get back to the Committee.

- **Requests by William Haggerty to Vacate a Portion of Hazelnut Street and to Vacate Second Avenue:** Attorney Benbrook told the Committee it was appropriate to Introduce by Title Only, Ordinance #2017-07 and Ordinance #2017-08 in order to expedite Mr. Haggerty's request.

**FRANKFORD TOWNSHIP
SUSSEX COUNTY, NEW JERSEY**

ORDINANCE #2017-07

AN ORDINANCE TO VACATE HAZLENUT STREET

A motion was made by Risdon to approve Ordinance #2017-07 on First Reading, seconded by Castimore. Roll call was taken for a 3-0 vote in favor of this motion (Castimore, yes; Risdon, yes; Ayers, yes). All in favor. Motion carried.

**FRANKFORD TOWNSHIP
SUSSEX COUNTY, NEW JERSEY**

ORDINANCE #2017-08

AN ORDINANCE TO VACATE SECOND STREET

A motion was made by Risdon to approve Ordinance #2017-08 on First Reading, seconded by Castimore. Roll call was taken for a 3-0 vote in favor of this motion (Castimore, yes; Risdon, yes; Ayers, yes). All in favor. Motion carried.

APPROVE PAYMENT OF BILLS

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

PUBLIC PORTION

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

There was no public comment.

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

ADJOURNMENT

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

ATTEST:

Patricia L. Bussow

Patricia L. Bussow, RMC
Municipal Clerk