

**MINUTES OF THE REORGANIZATION MEETING OF  
THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF FRANKFORD  
HELD ON JANUARY 8, 2019 AT 6:00PM**

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**CALL TO ORDER:** The meeting was called to order by Municipal Clerk Patricia Bussow, with the opening statement that that the meeting had been duly advertised and met all the requirements of the Open Public Meetings Act.

**SALUTE THE FLAG**

**STATEMENT OF DETERMINATION:** The Statement of Determination was read by Municipal Clerk Patricia Bussow, electing Emery Castimore to a three-year term.

**OATH OF OFFICE:** The Oath of Office were administered to Committeeman Emery Castimore, by Municipal Clerk, Patricia Bussow.

**ROLL CALL:** Present were Committeeman Risdon, Committeeman Carney, Committeeman Ayers, Committeeman Civitan and Committeeman Castimore.

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**APPOINTMENTS – 2019**

**Mayor:** A motion was made by Risdon to nominate Emery Castimore for a 1-year term, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Risdon, yes; Carney, yes; Ayers, yes; Civitan, yes; Castimore, yes). All in favor. Motion carried.

A motion was made by Risdon to appoint Emery Castimore as Mayor for a 1-year term, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Risdon, yes; Carney, yes; Ayers, yes; Civitan, yes; Castimore, yes). All in favor. Motion carried.

**Oath of Office - Mayor:** The Oath of Office was administered to Emery Castimore by Municipal Clerk Patricia Bussow.

**Deputy Mayor:** A motion was made by Ayers to nominate Nicholas Civitan for a one-year term, seconded by Carney. Roll call was taken for a 5-0 vote in favor of this motion (Risdon, yes; Carney, yes; Ayers, yes; Civitan, yes; Castimore, yes). All in favor. Motion carried.

A motion was made by Ayers to appoint Nicholas Civitan for a one-year term, seconded by Carney. Roll call was taken for a 5-0 vote in favor of this motion (Risdon, yes; Carney, yes; Ayers, yes; Civitan, yes; Castimore, yes). All in favor. Motion carried.

**Attorney:** A motion was made by Civitan to appoint Benbrook & Benbrook as Municipal Attorney for a 1-year term, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Risdon, yes; Carney, yes; Ayers, yes; Civitan, yes; Castimore, yes). All in favor. Motion carried.

**Deputy Municipal Clerk:** A motion was made by Ayers to appoint Diane Brauchle as Deputy Municipal Clerk for a 1-year term, seconded by Civitan. Roll call was taken for a 5-0 vote in favor of this motion (Risdon, yes; Carney, yes; Ayers, yes; Civitan, yes; Castimore, yes). All in favor. Motion carried.

**Zoning Official:** A motion was made by Carney to appoint Sharon Tufaro as Zoning Officer for a 1-year term, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Risdon, yes; Carney, yes; Ayers, yes; Civitan, yes; Castimore, yes). All in favor. Motion carried.

**Assessment Search Officer:** A motion was made by Civitan to appoint Patricia Bussow as Assessment Search Officer for a 1-year term, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Risdon, yes; Carney, yes; Ayers, yes; Civitan, yes; Castimore, yes). All in favor. Motion carried.

**Tax Search Officer:** A motion was made by Risdon to appoint Steve Lance as Tax Search Officer for a 1-year term, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Risdon, yes; Carney, yes; Ayers, yes; Civitan, yes; Castimore, yes). All in favor. Motion carried.

**Public Agency Compliance Officer:** A motion was made by Civitan to appoint Patricia Bussow as Public Agency Compliance Officer for a 1-year term, seconded by Castimore. Roll call was taken for a 5-0 vote in favor of this motion (Risdon, yes; Carney, yes; Ayers, yes; Civitan, yes; Castimore, yes). All in favor. Motion carried.

**Police Commissioner:** A motion was made by Carney to appoint Nicholas Civitan as Police Commissioner for a 1-year term, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Risdon, yes; Carney, yes; Ayers, yes; Civitan, yes; Castimore, yes). All in favor. Motion carried.

**Dog Licensing Official:** A motion was made by Risdon to appoint Diane Brauchle as Dog Licensing Official for a 1-year term, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Risdon, yes; Carney, yes; Ayers, yes; Civitan, yes; Castimore, yes). All in favor. Motion carried.

**Public Defender:** A motion was made by Civitan to appoint Daniel Colfax as Public Defender for a 1-year term, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Risdon, yes; Carney, yes; Ayers, yes; Civitan, yes; Castimore, yes). All in favor. Motion carried.

**Sergeant At Arms:** A motion was made by Civitan to appoint Jeffrey Willis and Terrence Snyder as Sergeants At Arms for 1-year terms, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Risdon, yes; Carney, yes; Ayers, yes; Civitan, yes; Castimore, yes). All in favor. Motion carried.

**Prosecutor:** A motion was made by Carney to appoint Peter Laemers as Prosecutor for a 1-year term, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Risdon, yes; Carney, yes; Ayers, yes; Civitan, yes; Castimore, yes). All in favor. Motion carried.

**Assistant Prosecutor:** A motion was made by Ayers to appoint Michael Hanifan, Sr. as Assistant Prosecutor for a 1-year term, seconded by Civitan. Roll call was taken for a 5-0 vote in favor of this motion (Risdon, yes; Carney, yes; Ayers, yes; Civitan, yes; Castimore, yes). All in favor. Motion carried.

**Insurance Company:** A motion was made by Carney to appoint Tri State Insurance Co. as Insurance Company for a 1-year term, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Risdon, yes; Carney, yes; Ayers, yes; Civitan, yes; Castimore, yes). All in favor. Motion carried.

**Auditor:** A motion was made by Civitan to appoint the firm of Ferraioli, Weilkoltz, Cerullo & Cuva as Auditor for a 1-year term, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Risdon, yes; Carney, yes; Ayers, yes; Civitan, yes; Castimore, yes). All in favor. Motion carried.

**Open Space Consultant:** A motion was made by Ayers to award the contract to Conservation Advising Services, LLC, as Open Space Consultant, seconded by Civitan. Roll call was taken for a 4-1 vote in favor of this motion (Risdon, no; Carney, yes; Ayers, yes; Civitan, yes; Castimore, yes). Motion carried.

**Onsite Computer Network Administration Support:** A motion was made by Civitan to award the contract to Prime Solutions, Inc. for Onsite Computer Network Administration Support for a 1-year term, seconded by Carney. Roll call was taken for a 5-0 vote in favor of this motion (Risdon, yes; Carney, yes; Ayers, yes; Civitan, yes; Castimore, yes). All in favor. Motion carried.

**Annual Server, Router, Tax System, Fund Accounting System and Email Administration and Support:** A motion was made by Civitan to award the contract to Municipal Software, Inc. for a 1-year term, for Annual Server, Router, Tax System, Fund Accounting System and Email Administration and Support, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Risdon, yes; Carney, yes; Ayers, yes; Civitan, yes; Castimore, yes). All in favor. Motion carried.

**Animal Impound Facility:** A motion was made by Carney to award the contract to Father John's Animal House for a 1-year term, seconded by Civitan. Roll call was taken for a 5-0 vote in favor of this motion (Risdon, yes; Carney, yes; Ayers, yes; Civitan, yes; Castimore, yes). All in favor. Motion carried.

**Deer Pick Up Services:** A motion was made by Civitan to award the contract to Space Farms Zoo for a 1-year term, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Risdon, yes; Carney, yes; Ayers, yes; Civitan, yes; Castimore, yes). All in favor. Motion carried.

**LAND USE BOARD:**

Mayor Castimore made the following appointments to the Land Use Board:

Mayor - Class I:	Christopher Carney (1-year term)
Class II Member:	Sharon Tufaro (1-year term)
Class III Member:	Edwin Risdon, Jr. (1-year term)
Class IV Member:	Dana French (4-year term)
Class IV Member:	Jay Romania (4-year term)
Alternate #2:	Arthur Pierson (2-year term)
Alternate #4:	David Delima (2-year term)

**OPEN SPACE COMMITTEE:**

A motion was made by Ayers to appoint the following members to the Open Space Committee, seconded by Civitan:

Land Use Board Member:	Dana French (1-year term)
Land Use Board Member:	R. Michael Dolan (1-year term)
Park Commission Member:	Vacant
Engineer:	Harold Pellow (1-year term)
Attorney:	Benbrook & Benbrook (1-year term)
Regular Member	Steven Leenheer (3-year term)

Roll call was taken for a 5-0 vote in favor of this motion (Risdon, yes; Carney, yes; Ayers, yes; Civitan, yes; Castimore, yes). All in favor. Motion carried.

**PARK COMMISSION:**

A motion was made by Civitan to appoint the following members to the Park Commission, seconded by Ayers:

Engineer	Corey Stoner (1-year term)
Regular Member	John Preste (2-year term)
Regular Member	Kenneth Sharrock (2-year term)
Regular Member	Lauren Cardinale (2-year term)

Roll call was taken for a 5-0 vote in favor of this motion (Risdon, yes; Carney, yes; Ayers, yes; Civitan, yes; Castimore, yes). All in favor. Motion carried.

## COMMITTEE LIAISONS:

A motion was made by Civitan to appoint the following Committee Liaisons for a one-year term, seconded by Ayers:

State Planning Commission:	Emery Castimore and James Ayers
Sussex County Farm and Horse Show:	Edwin Risdon, Jr. and Nicholas Civitan
Municipal Office:	James Ayers and Edwin Risdon, Jr.
Municipal Court:	Emery Castimore and Edwin Risdon, Jr.
Road Department:	Edwin Risdon, Jr. and Christopher Carney
Park Commission:	Nicholas Civitan and Christopher Carney
Board of Health:	Nicholas Civitan and Emery Castimore
Economic Partnership:	James Ayers
Willow Glen:	Edwin Risdon, Jr.
Open Space Committee:	James Ayers and Edwin Risdon, Jr.
Municipal Drug Alliance:	Nicholas Civitan
Economic Development Committee:	Emery Castimore and Christopher Carney
Board of Education:	Christopher Carney and Nicholas Civitan
Volunteer Fire Department	Nicholas Civitan and Emery Castimore
Blue Ridge Rescue Squad	Nicholas Civitan and James Ayers
SWAC Representative	Vacant
PAC Representative	Christopher Carney

Roll call was taken for a 5-0 vote in favor of this motion (Risdon, yes; Carney, yes; Ayers, yes; Civitan, yes; Castimore, yes). All in favor. Motion carried.

## RESOLUTIONS:

- **Resolution Authorizing Imposition of Additional Penalties for Tax Delinquencies in Excess of \$10,000 and Setting Interest Rates for Delinquent Taxes:**

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

- **Resolution Canceling Certain Property Tax Balances**

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

- **Resolution Authorizing the Municipal Assessor and Municipal Attorney to Defend before the Sussex County Board of Taxation and Tax Court of the State of New Jersey all Contested Appeals and to Initiate Municipal Appeals to Correct the Township of Frankford Tax List**

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

- **Resolution Designating Official Depositories/Authorized Signatures**

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

- **2019 Salary Resolution**

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

**ADOPT 2019 TEMPORARY MUNICIPAL BUDGET (BY RESOLUTION READ IN FULL):**

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

**ADOPT 2019 MEETING DATES:**

A motion was made by Ayers to adopt the 2019 Meeting Dates, seconded by Carney. Roll call was taken for a 5-0 vote in favor of this motion (Risdon, yes; Carney, yes; Ayers, yes; Civitan, yes; Castimore, yes). All in favor. Motion carried.

**SCHEDULE 2019 BUDGET MEETING DATES:**

A motion was made by Carney to hold the first budget meeting workshop on January 22, 2019 at 9:00AM, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Risdon, yes; Carney, yes; Ayers, yes; Civitan, yes; Castimore, yes). All in favor. Motion carried.

**ADOPT 2019 OFFICIAL HOLIDAY SCHEDULE:**

A motion was made by Civitan to adopt the 2019 Official Holiday Schedule, seconded by Ayers. Roll call was taken for a 5-0 vote in favor of this motion (Risdon, yes; Carney, yes; Ayers, yes; Civitan, yes; Castimore, yes). All in favor. Motion carried.

**PUBLIC PARTICIPATION:**

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

There was no public comment.

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

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

Attest:

*Patricia L. Bussow*

Patricia L. Bussow, RMC  
Municipal Clerk