

**MINUTES OF THE MEETING OF THE MAYOR AND COMMITTEE OF THE  
TOWNSHIP OF FRANKFORD HELD ON  
MARCH 12, 2019**

**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 Risdon, Committeeman Carney, Committeeman Ayers, Deputy Mayor Civitan and Mayor Castimore. Also present were Township Attorney, Kevin Benbrook and Municipal Clerk, Patricia Bussow.

**SALUTE THE FLAG**

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**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.

**MINUTES:** Re-Organization Meeting – January 8, 2019  
Regular Meeting – January 8, 2019  
Budget Workshop Meeting – January 18, 2019  
Regular Meeting – February 13, 2019  
Budget Workshop Meeting – February 28, 2019

**LICENSES/PERMITS:**

Campground Licenses: Edwin Risdon/Harmony Ridge Campground  
Edgemont Campgrounds, Inc.

Kennel License: Jackie Wagner, 108 Morris Turnpike

Soil Removal Permit: Harmony Ridge Campground  
Saxton Falls Sand & Gravel Co.

Used Car License: Sound Motors  
Wheels ‘N Props, LLC

Event Licenses: MVA Presents, LLC (Crawfish Festival)  
May 31 – June 2, 2019

Military Transport Association  
April 27 – April 28, 2019

Fireworks Permits: Sussex Professional Baseball/Sussex County Miners  
May 17, 2019                      June 29, 2019  
May 25, 2019                      July 4, 2019  
June 1, 2019                        July 13, 2019  
June 8, 2019                        August 3, 2019  
June 15, 2019                      August 31, 2019  
June 22, 2019

**RESOLUTIONS:**

Child Abuse Prevention Month Proclamation

Resolution of the Township Committee of the Township of Frankford, County of Sussex, Requesting Permission from and to Make Application to the County of Sussex for the Placement of Recycling Center Signs

Resolution Authorizing In Rem Foreclosure of Eight Municipally Held Tax Sale Certificates

Resolution Re: Authorization for the Freeholder Director and the Clerk of the Board to Execute Municipal Alliance Budget Modifications for the Period of July 1, 2018 through June 30, 2019 that will Create the Walkill Valley Municipal Alliance

A motion was made by Civitan to approve Consent Agenda, seconded by Ayers. Roll call was taken for a 4-1 vote in favor of this motion. (Risdon, abstain; Carney, yes; Ayers, yes; Civitan, yes; Castimore, yes). Motion carried.

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**PUBLIC PORTION**

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

Several members of the Economic Development Committee were present to request approval for the Township website redesign.

Website Designer Jean Pearle was in attendance and spoke to the Committee regarding her meeting with the Economic Development Committee concerning a new website layout. She estimated the cost of a redesign to be approximately \$1,000.00, with any extra costs being discussed prior to implementation.

Resident and EDC Member Rick Ferruggia discussed the new platform for the proposed website, adding list of businesses, parks, open space additions and making it generally more appealing.

Resident Peter Knipe formally announced his intent to run for Sussex County Freeholder.

Resident and Fire Chief Ken French requested information on how the existing firehouse, once sold, will be put back on the tax rolls. Mr. Benbrook advised on how this will be moving forward, and that the tax assessor will be updating the records appropriately.

Committeeman Risdon discussed a meeting he attended in Trenton at the State Department of Transportation regarding the existing traffic signal light at the Firehouse. The Township Attorney will research the need for the light with the Engineer, and memorialize all information in writing.

A motion was made by Risdon to close to Public Comment, seconded by Ayers. All in favor. Motion carried.

**INTRODUCTION OF 2019 MUNICIPAL BUDGET**

- Self-Examination of Budget Resolution

A motion was made by Risdon to adopt the Self-Examination of 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.

A motion was made by Risdon to introduce the 2019 Municipal Budget, 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.

The Public Hearing and Final Adoption of the 2019 Municipal Budget will be held on April 9, 2019 at 7:00PM.

***ORDINANCES***  
**1<sup>st</sup> READING:**

**ORDINANCE #2019-03**

**AMENDING CHAPTER XXVI ENTITLED “SOIL AND SOIL REMOVAL”**

A motion was made by Ayers to adopt Ordinance #2019-03 on First Reading, 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.

**ORDINANCE #2019-04**

**AN ORDINANCE AUTHORIZING THE ACCEPTANCE OF THE CHARITABLE  
DONATION OF BLOCK 231, LOT 10**

A motion was made by Risdon to adopt Ordinance #2019-04 on First Reading, by Title Only, 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.

***ORDINANCE***  
**2<sup>nd</sup> READING:**

**ORDINANCE #2019-02**

**CALENDAR YEAR 2019  
ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS  
AND TO ESTABLISH A CAP BANK  
(N.J.S.A. 40A: 4-45.14)**

**WHEREAS**, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year’s final appropriations, subject to certain exceptions; and,

**WHEREAS**, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

**WHEREAS**, the Mayor and Township Committee of the Township of Frankford in the County of Sussex finds it advisable and necessary to increase its CY 2019 budget by up to 3.5% over the previous year’s final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

**WHEREAS**, the Mayor and Township Committee hereby determines that a 1.00% increase in the budget for said year, amounting to \$28,614.00 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

**WHEREAS** the Mayor and Township Committee hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

**NOW THEREFORE BE IT ORDAINED**, by the Mayor and Township Committee of the Township of Frankford, in the County of Sussex, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2019 budget year, the final appropriations of the Township of Frankford shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5 %, amounting to \$100,150.00, and that the CY 2019 municipal budget for the Township of Frankford be approved and adopted in accordance with this ordinance; and,

**BE IT FURTHER ORDAINED**, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

- **PUBLIC HEARING**

A motion was made by Ayers to open to Public Hearing, 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 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.

A motion was made by Risdon to adopt Ordinance #2019-02 on Second Reading, 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.

**TOWNSHIP REPORTS:**

- Township Committee Reports:

***Committeeman Carney:*** Attended the Board meeting at High Point Regional High School in February. Superintendent Ripley was questioned at that meeting regarding the new budget, stipends and operations. Committeeman Carney invited Mr. Ripley to come to the meeting in April to update the Committee.

Committeeman Carney stated that the tenant at the Park is currently up to date with rent as of yesterday.

Also discussed was the Sytsema Farm Lease at the Park. An offer had been made to the Systema's to farm the additional 6+/- acres, but they did not respond. Discussion with took place with the Attorney on how to proceed.

A motion was made by Risdon to make an offer to the Mosefund Farm to farm the additional 6 +/- acres on the Township Park property, 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 Risdon to go out to bid for farming of the Armstrong Road property at the April meeting, 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.

***Committeeman Ayers:*** Opened discussion on the Savannah Sparrow land, specifically about invasive plant species and future plans for maintenance and farming.

A motion was made by Risdon to go out to bid for farming of the Savannah Sparrow Parcel, 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). Motion carried.

Amy Mandelbaum, Regional Acquisition Coordinator, State Agricultural Development Committee, and Stephanie Miller, Regional Coordinator for Warren/Hunterdon County, were at the Open Space Meeting on March 7, 2019 and discussed preservation of farms in Frankford and will return for the Open House and explain preservation. In addition, Bob Canace will begin working on an update for the Open Space Plan since it has expired. A sub-committee from the Land Use Board and the Park Commission will work with the Open Space and obtain updated demographics from the Township Engineer. Mr. Canace would be able to put this together and then give it to Land Use Board Attorney and the Township Engineer to review for acceptance by the Land Use Board.

Committeeman Ayers mentioned that the County has money in the Open Space Trust to be able to do some maintenance on parks and recreations. Drybrook Preserve could potentially benefit from this, and the Open Space Committee would like to work on that type of proposal to take to the County, as well as to evaluate the forest. A forester will come in and do a rough evaluation for approximately \$500.00 and the Open Space Committee would pay for it out of the Open Space Fund.

A motion was made by Ayers to approve the Open Space Committee to spend up to \$500.00 to be paid to Doug Tabella, Forester to do the Forest Evaluation, seconded by Carney. Roll call was taken for a 3-2 vote in favor of this motion. (Risdon, no; Carney, yes; Ayers, yes; Civitan, yes; Castimore, no). Motion carried.

**Deputy Mayor Civitan:** Mentioned that a link should be put on the website for field openings and closings at the Park. Green Up Day will be held on April 6, 2019.

**Mayor Castimore:** Reported that he met with both the general and executive committee of the Fire Department and would like to take a moment to commend them for their services. Also, after meeting with Josh Gottheimer, he is in gear to help out fire services, equipment upgrades and would hope to continue to build a good relationship with him.

- **DPW Report:** The DPW Report was reviewed as submitted by the Supervisor. Committeeman Risdon mentioned that the new truck is in and is at the body shop. The sweeper is also in and the DPW will start sweeping tomorrow beginning at the Municipal building.

#### **NEW BUSINESS:**

- **Review of Quote submitted by Farmside Landscape & Design for Tick Control Spray of T-Ball Field at the Municipal Building in the amount of \$870.00:** A motion was made by Risdon to approve the certified employee at the DPW to spray the T-Ball Field for Tick Control, and if they are unable to do so, then the quote submitted by Farmside Landscape & Design for Tick Control Spray of the T-Ball Field at the Municipal Building in the amount of \$870.00 may be approved, 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.
- **Request submitted by Resident Walter Winkler for 30-40 yards of stone to re-top and re-grade Drake Road:** The Township Attorney advised that a letter be addressed to Mr. Winkler stating that at this time we cannot address this request due to the amounts budgeted for the oil and stone program.
- **Professional Service Agreement between the Township of Frankford and Gibbons PC for Bond Counsel Services:** A motion was made by Ayers to approve the Professional Service Agreement between the Township of Frankford and Gibbons PC for Bond Counsel Services, seconded by Risdon. 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.
- **Review of Quote submitted by Tony Sanchez LTD for replacement of damaged moldboard in the amount \$5,270.00:** A motion was made by Risdon to approve the quote submitted by Tony Sanchez LTD for replacement of damaged moldboard in the amount of \$5,270.00, 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.
- **Procurement of Grant Writing Services:** No action was taken on this matter.
- The Township Administrator stated that the State Department of Transportation will be facilitating a public hearing on March 26, 2019 at 6:00PM at the Municipal Building regarding the reconstruction of the bridge on Route 206 which runs over the Drybrook. The Committee would also like to see lack of shoulder lines in front of the church building on Route 206 addressed as it is a significant safety concern.

**CORRESPONDENCE:**

Correspondence was reviewed by the Committee:

- Tax Collector's Report of Receipts
- Borough of Hamburg Resolution Supporting the 2019 UDrive. UText. UPay. Distracted Driving Crackdown April 1 – 21, 2019

A motion was made by Ayers to Support the 2019 UDrive. UText. UPay. Distracted Driving Crackdown April 1 – 21, 2019 Resolution of the Borough of Hamburg, seconded by Risdon. All in favor. Motion carried.

**APPROVE PAYMENT OF BILLS**

A motion was made by Risdon to approve the payment of bills, 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 PORTION**

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

There was no public comment.

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

**EXECUTIVE SESSION:** There was no Executive Session.

**ADJOURNMENT**

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

ATTEST:

*Patricia L. Bussow*

Patricia L. Bussow, RMC  
Municipal Clerk