

**MINUTES OF THE MEETING OF THE MAYOR AND COMMITTEE  
OF THE TOWNSHIP OF FRANKFORD  
HELD ON APRIL 9, 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**

**PUBLIC HEARING – 2019 MUNICIPAL BUDGET**

Township Auditor Tom Ferry of Ferraiolli, Wielkotz, Cerullo & Cuvo presented the 2019 Municipal Budget.

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

There was no public comment.

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

A motion was made by Ayers to adopt the 2019 Municipal Budget, 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.

**PRESENTATION OF HIGH POINT REGIONAL SCHOOL DISTRICT BUDGET**

Dr. Scott Ripley, Superintendent of High Point Regional School, and Seamus Campbell, Representative for Curriculum and Instruction in attendance to present Budget.

Some of the highlights were as follows:

1.97% Rise in Tax Levy or \$280,000.00 for 2019  
Reduction in Operating Budget of 1.4 Million  
4-million-dollar short fall within 7 years due to cuts from the State

There will be an April 30, 2019 Public Presentation of the School Budget.

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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.

**LICENSES/PERMITS:**

Used Car License: Car Country USA

Event Licenses: Promo One of NJ, Inc. (Rock, Ribs & Ridges)  
June 29-30, 2019

A motion was made by Risdon to approve the Consent Agenda, 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).

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**PUBLIC PORTION**

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

There was no public comment.

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

**ORDINANCES**

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

**ORDINANCE #2019-05**

**AN ORDINANCE OF THE TOWNSHIP OF FRANKFORD,  
COUNTY OF SUSSEX, STATE OF NEW JERSEY  
AMENDING CHAPTER 30 ENTITLED  
“COMPREHENSIVE LAND USE ORDINANCE”  
TO AMEND THE ACCESSORY BUILDINGS  
AND STRUCTURES ORDINANCE REQUIREMENTS  
CODIFIED AT SECTION 1015 TO ALLOW  
ARCH, HOOP AND CLAMSHELL STRUCTURES  
TO BE USED AS ACCESSORY STRUCTURES**

A motion was made by Risdon to approve Ordinance #2019-05 on First Reading, seconded by Ayers. Roll call was taken for a 4-1 vote in favor of this motion. (Risdon, yes; Carney, yes; Ayers, no; Civitan, yes; Castimore, yes). All in favor. Motion carried.

**ORDINANCE #2019-06**

**AN ORDINANCE OF THE TOWNSHIP OF FRANKFORD, COUNTY OF SUSSEX,  
STATE OF NEW JERSEY, PROVIDING FOR THE PURCHASE OF A SWITCH N GO  
DETACHABLE SERVICE BODY WITH STANDARD SIZE TOOL COMPARTMENTS.  
TOTAL COST OF THE EQUIPMENT IS \$13,100.00, APPROPRIATING A SUM OF  
\$13,100.00 FROM A RESERVE IN THE CAPITAL TRUST FOR THE RESERVE FOR  
THE PURCHASE OF ROAD EQUIPMENT**

A motion was made by Risdon to approve Ordinance #2019-06 on First Reading, 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.

**ORDINANCE #2019-07**

**AN ORDINANCE OF THE TOWNSHIP OF FRANKFORD, COUNTY OF SUSSEX,  
STATE OF NEW JERSEY, PROVIDING FOR THE PURCHASE OF TWO (2) 11’  
REVERSIBLE SNOWS PLOW. TOTAL COST OF THE EQUIPMENT IS \$28,000,  
APPROPRIATING A SUM OF \$28,000.00 FROM A RESERVE IN THE CAPITAL  
TRUST FOR THE RESERVE FOR THE PURCHASE OF ROAD EQUIPMENT**

A motion was made by Risdon to approve Ordinance #2019-07 on First Reading, 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.

**ORDINANCE #2019-08**

**AN ORDINANCE OF THE TOWNSHIP OF FRANKFORD, COUNTY OF SUSSEX, STATE OF NEW JERSEY, PROVIDING FOR THE PURCHASE OF A 2019 FORD F350 REGULAR CAB DIESEL 4 X 4 PICK UP WITH SNOW PLOW AND SANDER. TOTAL COST OF THE EQUIPMENT IS \$59,000.00, APPROPRIATING A SUM OF \$59,000.00 FROM A RESERVE IN THE CAPITAL TRUST FOR THE RESERVE FOR THE PURCHASE OF ROAD EQUIPMENT**

A motion was made by Ayers to approve Ordinance #2019-08 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.

***ORDINANCES***

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

**ORDINANCE #2019-03**

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

**BE IT ORDAINED** by the Mayor and Committee of the Township of Frankford, County of Sussex, State of New Jersey, that Chapter XXVI of the Code of the Township of Frankford entitled, “Soil and Soil Removal” is hereby amended, including the establishment of a new Section 26-3 entitled “Soil Importation” as follows:

**Section 1.**

**26-3. Soil Importation**

**26-3-1. Permit Required.**

No person shall cause the placement of any soil as defined in Section 26-1.3 on any premises in the Township of Frankford whether such material be for sale, gift or otherwise, unless a permit therefore is first secured from the Township Engineer or the Township Land Use Board as hereinafter provided.

**26-3-1. Exceptions and Exemptions.**

A permit shall not be required when any of the following exceptions/exemptions are applicable:

- a. Soil moved from any property located within the Township of Frankford to another property also located within the Township.
- b. Soil imported from any licensed quarry.
- c. Fill for septic tanks or sanitary installations provided a permit has been issued by the Construction Official and/or Department of Health as required by law.
- d. The placement of soil in and upon lands enrolled in the Soil Conservation Program of the Sussex County Soil Conservation District, Department of Agriculture Soil

Conservation Service and for which lands an approved farm plan has been established by said agency.

e. The placement of any soil undertaken in furtherance of a subdivision or site plan approval issued by the Township of Frankford Land Use Board.

f. The placement of any soil in furtherance of an environmental site remediation that is supervised by a licensed site remediation professional.

g. The storage of sand, soil, stone, topsoil, mulch or other similar materials on lawfully existing landscaping and contractor yards.

h. Soil imported from any non-commercial, non-industrial, residential or agricultural property within the County of Sussex.

i. Soil imported for recreational facilities, including but not limited to, ball parks, recreational and sports fields, bathing beaches, and equestrian facilities.

j. The Township and any of its commissions/boards are exempt from the terms of this Ordinance.

k. The Mayor and Township Committee shall have the right, upon written request to grant partial or complete waivers from the requirements of this chapter for any volunteer or non-profit group or charitable/religious organization.

**26-3-2. Application for Minor Permit.**

a. Application for a soil importing permit up to but not exceeding 500 cubic yards shall be filed with the Township Engineer who shall issue the permit based upon finding substantial compliance with the provisions of this subchapter; provided, however, the Township Engineer shall have the authority to deny a permit if it is determined that the placement of soil would be detrimental to the health, safety or welfare of the general public. The approval or denial shall be provided to the applicant within ten (10) business days of the Township Engineer's receipt of the application. In the event the Township Engineer has not responded within that time frame, the application shall be deemed denied.

b. Application for a soil importing permit shall be accompanied by a fee calculated in accordance with Section 26-1.6.

c. The application shall set forth the following:

1. Name and address of the applicant.
2. Name and address of the owner, if other than the applicant.
3. The description and location of the land in question, including the tax map block and lot numbers.

4. The purpose or reason for placement of soil/fill.
5. The nature and quantity, in cubic yards, of soil/fill to be imported.
6. The source of material to be used as soil/fill and certification that the soil/fill can be considered “clean fill” as regulated by local and state regulations.
7. Source from where the soil/fill is coming from to be shown on the plans, including tax lot and block; owner’s name and municipality.
8. The location to which the soil/fill is to be placed.
9. The proposed date of completion of the soil/fill.
10. Other supporting documentation as required to adequately address and comply with the purpose and the provisions of this chapter.
11. An approved soil erosion and sediment control permit (if applicable).

**26-3-3. Major Soil Importing Application Referral to Land Use Board.**

a. The application for a major soil/fill importing placement permit, defined as any application to import in excess of 500 cubic yards, shall be referred to the Land Use Board for site plan approval. In addition to complying with the requirements of Section 26-3.2, and any such application shall also be accompanied by a topographic map or maps prepared and certified by a professional engineer or land surveyor. The scale of said map shall not be more than 100 feet to the inch and shall include the following:

1. Key map.
2. Existing contour lines at five-foot intervals.
3. Proposed contour lines at five-foot intervals after the soil/fill is placed on the parcel.
4. All existing structures, all existing roads and drainage within 200 feet of the property.
5. Location of all property lines.
6. Location of any wetlands, streams, or other environmentally sensitive areas on the property.
7. Source from where the soil/fill is coming from shall be shown on the plans, including tax lot and block; owner’s name and municipality.
8. Location of any topsoil or fill storage areas.
9. Soil erosion and sediment control measures.
10. Cross sections of the soil/fill areas at fifty-foot intervals.

b. The Land Use Board shall schedule a public hearing and shall notify the applicant of the date of such hearing. The applicant shall provide notice in accordance with Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq. 2. Five (5) days prior to the hearing, the applicant shall present to the Township Planning Board Secretary the following:

1. Certification, in the form of an affidavit, signed and sworn by the applicant, affirming that he has notified all property owners within 200 feet, including certified notice receipts.

2. Proof of publication in the official newspaper of the Township at least ten (10) days prior to the hearing.

c. The Land Use Board shall require an applicant to post the application and escrow fees set forth in Section 30-805d3(c).

#### **26-3-4. Factors to Be Considered in Approving Permits.**

The Township Engineer (minor permit) and the Township Land Use Board (major permit) shall be guided by and take into consideration the public health, safety and general welfare and the general purposes of municipal planning. Particular consideration shall be given to the following factors:

1. Soil erosion by water and sand.

2. Surface water drainage.

3. Soil fertility.

4. Lateral support of abutting streets and lands.

5. Public health and safety.

6. Land values and uses.

7. Existing contours and topographic character of the land prior to the placement of any soil/fill and proposed contours which will result subsequent to the placement of soil/fill in accordance with the soil fill application.

8. Whether the proposed placement of soil is necessary and incidental to the development of the property for its intended use or whether the proposed placement of soil/fill constitutes primarily a commercial activity.

#### **26-3-5. Issuance of Permit and Operating Requirements.**

a. A permit shall be issued after the approval of the application by the Township Engineer (minor permit) or by the Township Land Use Board (major permit). The approval shall specifically list the total number of cubic yards of soil/fill authorized to be placed on the property.

b. If a permit is issued for the placement of soil/fill, the owner or person in charge shall conduct the operations to ensure there are no sharp declivities, pits or depressions, and in such a manner that the area shall be properly leveled off, cleared of debris, and graded to conform with the contour lines and grades as required and shown on the approved plan.

c. Soil/fill shall not be deposited or in any way placed upon adjoining property or public roads. Any soil/fill or material resulting from any such operation accumulating on any adjoining property or public road shall be removed immediately upon notice to the permittee of such accumulation.

d. Upon completion of any operation delineated on the approved plan, said area shall be properly leveled off, cleared of debris, and graded to conform to the contours and grades as approved by the Township Engineer. A final map for all major soil/fill permits shall be submitted containing and complying with all requirements as set forth in this chapter.

e. Any soil/fill material temporary stored shall not exceed a height of 20 feet, and the maximum storage slope shall be 45 degrees.

#### **26-3-6. Enforcement.**

a. The Zoning Officer or other official designated by the Township Committee shall have the authority to enforce the provisions of this chapter and to issue Summonses to any person importing soil without a permit.

b. The Township Engineer is designated as the official whose duty it shall be to enforce the provisions of this chapter with respect to persons importing soil with a permit. The Township Engineer shall, from time to time, upon their own initiative, and whenever directed by the Township, inspect the premises for which permits have been granted to ensure compliance with the terms of the permit and of this chapter. The Township Engineer shall have the right to enter upon any lands for the purpose of examination and inspection of the operation without advance notice.

c. After notice and an opportunity to be heard before the Township Engineer the permit of any person may be revoked or suspended for such period as may be determined for any violation of the terms hereof or the terms and conditions of any permit granted hereunder. In addition to the revocation provided for herein, any person who violates this chapter or any director or officer of a corporation who participates in a violation of this chapter shall, upon conviction thereof, be subject to a minimum fine of \$2,000.00, or imprisonment for a period not to exceed 90 days, or both. Each and every day that such violation continues or exists shall be considered a separate and specific violation of these provisions and not as a continuing offense.

d. In addition to the penalties set forth in paragraph b. above, the Township shall have the right, but not the obligation, to pursue injunctive relief in the Superior Court of New Jersey, Sussex County, including but not limited to, requiring the removal of any soil imported without a permit, testing to ensure no presence of contaminated soil, and site restoration.

**26-3-7. Permit and Inspection Fees.**

a. The permit fee for a minor soil permit shall be \$150.00 and an escrow deposit for Township Engineer review of \$500.00.

b. The permit fee for a major soil permit of shall be \$150.00 and an escrow deposit with the Land Use Board of \$3,000.00.

c. The applicant shall be responsible for all fees of the Township Engineer incurred in reviewing applications and making inspections prior or subsequent to the issuance of a permit of any kind.

**Section 2.**

Should any section, paragraph, sentence, clause, or phase of this ordinance be declared unconstitutional or invalid for any reason, the remaining portions of this ordinance shall not be affected thereby and shall remain in full force and effect, and to that end the provisions of this ordinance are hereby declared to be severable.

**Section 3.**

All ordinances or parts of ordinances inconsistent with this amending ordinance are hereby repealed to the extent of their inconsistencies only.

**Effective Date.** This Ordinance shall take effect after final passage, adoption and publication according to law.

• **PUBLIC HEARING**

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

There was no public comment.

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

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

## ORDINANCE #2019-04

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

**WHEREAS**, the Township has been offered to acquire by donation real property within the Township identified as Block 231, Lot 10; and

**WHEREAS**, the Township now desires to accept the donation of the property by Ordinance as permitted by statute.

**NOW, THEREFORE, BE IT ORDAINED** by the Township Committee of the Township of Franklin, in the County of Warren, and State of New Jersey, as follows:

#### **I. Property Acquisition.**

1. The Township shall accept a Deed for the property as approved by the Township Attorney for Block 231, Lot 10.
2. The acceptance of the conveyance is conditioned upon all taxes being paid through the date of receipt of the Deed.

**II. Severability.** If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision, clause or provision so adjudged and the remainder of the Ordinance shall be deemed valid and effective.

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

**IV. Effective Date.** This Ordinance shall take effect after final passage, adoption and publication according to law.

#### • **PUBLIC HEARING**

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

There was no public comment.

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

A motion was made by Civitan to adopt Ordinance #2019-04 Authorizing the Acceptance of the Charitable Donation of Block 231, Lot 10, 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.

#### **TOWNSHIP REPORTS:**

- Township Committee Reports:

**Committeeman Risdon:** The new Mason Dump which was ordered came in and was too short as the dealership ordered the truck incorrectly. The Supervisor is working with the dealer on a solution.

**Committeeman Carney:** Reported that High Point Regional High School is looking for three new Board members. In addition, he spoke to the Superintendent of the Frankford School Board, Mr. Hirsch, and he will be submitting his 2019 Budget to the Municipal Clerk/Administrator.

**Committeeman Ayers:** The Grande Farm on Gunn Road has accepted the State's offer to fund the entire preservation of the farm for over \$600,000.00. The Open Space Committee is also updating the Open Space Plan and met with the sub-committee from the Land Use Board. The plan would be at the May meeting to have the Park Commission speak about what they would like to implemented. Mike Dolan and Bob Canace are working with the County to try to get some maintenance funds from their Open Space funds.

There was discussion regarding the Savannah Sparrow site and planting, as well as placing the farming of the site out for bid at the workshop meeting.

A motion was made by Risdon to place the Savannah Sparrow site out to bid for farming and seeding to comply with the Open Space Consultant's specs, and additionally bid approximately six acres of land at the Park, 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.

**Deputy Mayor Civitan:** There was a great turnout for Green Up Day. Committeeman Civitan suggested advertising again for the job at the park since there weren't any applications. The Park Commission will be looking into adopting rules for teams who wish to utilize the park.

**Mayor Castimore:** The Economic Development Committee met on 4/8/19, and spoke of constructing a new sign. Mayor Castimore spoke with the new owners of the farm at the northeast corner of Rt. 15 and 206, and EDC Chair Peter Knipe will be checking with Harold Pellow regarding the setbacks of the State Highway property and, if a permit will be needed to expand the sign. Mayor Castimore also spoke of seeking donations for the new sign. The new website progress was discussed.

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

#### **OLD BUSINESS:**

- **Notice of Unsafe Structure located at 133 Route 206 – Frankford Township which expired on November 22, 2017:**

The Township Attorney reiterated that this property is on the foreclosure list, and hopefully by the end of this year there could be a judgment. This could possibly be auctioned off next year.

- **Notice of Unsafe Structure - Winding Brook Farm**

Committeeman Carney spoke of the unsafe structure, and that he met with the Construction Official Jeff Fette. Mr. Fette explained he has been sending out letters to the property owner. The smaller of the barns was deemed an unsafe structure and was supposed to be taken down. The County Engineer suggested setting on ordinance for us to be able to enforce removing this type of structures. The Township Attorney will be sending a letter to the County Engineer to follow up.

- **Township-wide Garbage and Recycling Collection – Discussion**

Committeeman Carney spoke of possibly getting this out for a Referendum in November. The Township Attorney spoke of the procedure, drafting an ordinance, creating a utility, and it would go out for proposal. There Township would bill annually or possibly quarterly, and add in administrative costs. The referendum questions has to be set up as a yes/no vote with an explanation.

**NEW BUSINESS:**

**Public Auction for the Farming of Real Property owned by the Township of Frankford and identified on the Tax Map of the Township as Block 9, Lot 5, also known as 34 Armstrong Road**

A motion was made by Risdon to accept the bid of Mosefund for \$1.00 per acre to farm Block 9, Lot 5, approximately 8 acres for a five-year lease, 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.

**Shared Service Agreement between the Township of Stillwater and Township of Frankford for Qualified Purchasing Agent**

A motion was made by Ayers to approve the Shared Service Agreement between the Township of Stillwater and Township of Frankford for a Qualified Purchasing Agent, 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.

**Memo from Harold E. Pellow, President – New Jersey State Fair/Sussex County Farm & Horse Show regarding Fireworks on August 3, 2019 at Skylands Stadium**

Patti will draft a letter to Harold E. Pellow, President – NJ State Fair/Sussex County Farm & Horse Show and Skylands Stadium, stating that the fireworks were conditionally approved.

**Request for Approval of Use of Township Roads (Northrup Road and County Route 565) for the Annual OSCAR 5K-9 on Saturday, June 8, 2019**

A motion was made by Risdon to approve the Request for the Use of Township Roads (Northrup Road and County 565) for the Annual OSCAR 5-K-9 on Saturday, June 8, 2019, 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.

**Additional Item of New Business: Letter from Corey Stoner regarding the award of bids for the Municipal Building generator.**

On the advice of Mr. Stoner and the Township Attorney, a motion was made by Risdon to reject all bids, 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.

**CORRESPONDENCE:**

*The following correspondence was reviewed by the Committee:*

- Notification of Award from the NJ Department of Transportation in the amount of \$159,000 for the resurfacing of George Hill Road – Sections III and IV
- Invitation to Assembly Meeting to be held on Tuesday, May 7, 2019 at 10:00AM – Vernon Township Municipal Building
- Tax Collector's Report of Receipts
- 2018 Land Use Board Review of Applications
- Letter from Mark Rozek, Director of Communication, Sussex County Sheriff's Office, regarding VHF Paging Channel (High Band Radios)

**APPROVE PAYMENT OF BILLS**

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

**PUBLIC PORTION**

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

A request for a Proclamation Condemning China's State-Sanctioned Harvesting Organs from Falun Gong Practitioners for Profit was made. The Committee advised the Municipal Clerk to draft a proclamation for Frankford's approval.

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

**EXECUTIVE SESSION:** By Resolution

A motion was made by Ayers to move into Executive Session, seconded by Risdon. All in favor. Motion carried.

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

**Results from Executive Session:**

Several Land Use Board members have ignored their obligations to file their Annual Financial Disclosure forms despite constant follow up by Municipal Clerk/Administrator. The Mayor will follow up with each individually and if the forms are not filed by the end of the month, they will be removed from the Board.

**ADJOURNMENT**

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

ATTEST:

*Patricia L. Bussow*

Patricia L. Bussow, RMC  
Municipal Clerk