

**MINUTES OF THE MEETING OF THE MAYOR AND COMMITTEE OF THE
TOWNSHIP OF FRANKFORD HELD ON
JULY 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: In attendance were Committeeman Risdon, Committeeman Ayers and Mayor Castimore. Also present was Kevin Benbrook, Esq. and Sandra Rippey, Acting Municipal Clerk.

SALUTE THE FLAG

EXECUTIVE SESSION: By Resolution

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

Approve Meeting Minutes

- May 14, 2019 Township Committee Regular
- May 14, 2019 Township Committee Executive
- May 28, 2019 Township Committee Special
- May 28, 2019 Township Committee Executive
- June 11, 2019 Township Committee Regular
- June 17, 2019 Township Committee Special
- June 11 and June 17 Township Committee Executive
- June 25, 2019 Township Committee Minutes Workshop
- June 25, 2019 Township Committee Executive

LICENSES/PERMITS:

Social Affair Permits

- Red Rooster Wine & Craft Beer Tent - NJ State Fair/Sussex County Farm & Horse Show
- Band Concert – PVT Peter S Hotalen Post 157 The American Legion
- Fashion Show – Karen Ann Quinlan Memorial Foundation
- Annual Fall Fundraiser – The Growing Stage Theatre for Young Audiences

Catering Permit

- Wedding Reception – Summerlands Inc.

EVENT

- License – Sussex Christian School Fall Festival
- Notification - Tour de Simcha/Cycling

RESOLUTIONS:

- Condemning China's State-Sanctioned Harvesting Organs from Falun Gong Practitioners for Profit

- Cancel Improvement Authorization for Completed Project – Switch and Go Detachable Service Body with Standard Size Tool Compartments
- Resolution to Cancel the Reserve for Public Assistance Fund in the Trust Fund and Transfer Remaining Balance into Fund Balance in the Current Fund
- Setting Salaries for Certain Officers and Employees in the Township of Frankford for 2019
- Liquor License Renewal – Jesmar Sebia LLC
- Resolution – Ridge Road – Section II Resurfacing

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

PUBLIC PORTION

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

Howard Berkeley – Sussex Commons – Mr. Berkeley advised the Committee that he is working on re-engineering the Sussex Commons project. This information will be on the Agenda at the SCMUA meeting next week. Continued discussions regarding land transfers and the water plant ensued. Mr. Berkeley also mentioned that they will be looking for professionals to establish a water supply.

The Committee discussed development concept of design, tax benefits, and COAH requirements.

Mr. Berkeley stated that the single-family homes would be on 60 x 110-foot lots, which would be possible with the water treatment plant. The plan is to have single family one story and single-family two-story homes.

Kevin Benbrook, Esq. spoke of affordable housing component, and addressing project with the planning board. Mr. Benbrook also spoke of other municipalities pursuing redevelopment designation, and may qualify and advised that they would look into this, and may be able to get into a pilot program.

Committee and Mr. Berkeley spoke about tax benefits to the Township. There was mention that the hotel would encompass approximately four stories.

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

ORDINANCES

1st READING

ORDINANCE #2019-13

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

A motion was made by Risdon to approve Ordinance #2019-13 on First Reading, seconded by Ayers. Roll call was taken for a 3-0 vote in favor of this motion. (Risdon, yes; Ayers, yes; Castimore, yes). Motion carried.

Committeeman Carney is now in attendance.

ORDINANCE #2019-14

AN ORDINANCE OF THE TOWNSHIP OF FRANKFORD, COUNTY OF SUSSEX, STATE OF NEW JERSEY, PROVIDING FOR A GENERATOR FOR THE MUNICIPAL BUILDING AND APPROPRIATING \$12,000.00 FROM FUND BALANCE IN THE GENERAL CAPITAL FUND FOR SUCH PURPOSE AND \$108,000.00 FROM A GRANT AWARDED BY THE FEMA HAZARD MITIGATION GRANT PROGRAM FOR SUCH PURPOSE

A motion was made by Ayers to approve Ordinance #2019-14 on First Reading, seconded by Risdon. Roll call was taken 4-0 vote in favor of this motion. (Risdon, yes; Carney, yes; Ayers, yes; Castimore, yes). Motion carried.

ORDINANCES

2nd READING

ORDINANCE #2019-12

AN ORDINANCE OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF FRANKFORD, COUNTY OF SUSSEX, STATE OF NEW JERSEY AMENDING SECTION 30-1023 ENTITLED "SIGNS" OF CHAPTER 30 ENTITLED "COMPREHENSIVE LAND USE ORDINANCE OF THE TOWNSHIP OF FRANKFORD" TO ADD A NEW SUBSECTION "w" TO ADD SIGN STANDARDS FOR THE FRANKFORD CENTER ZONES

Purpose Statement – The purpose of this Ordinance is to update the sign ordinance to add standards for signs in the Frankford Center Core Zone, Frankford Center Economic Development Zone, Frankford Center Neighborhood Core Zone and Frankford Center Recreation Zone.

Section 1 - Section 30-1023 entitled "Signs" of Chapter 30 entitled "Comprehensive Land Use Ordinance of the Township of Frankford" is amended to add the following new subsection "w":

"w. In the Frankford Center Core Zone, Frankford Center Economic Development Zone, Frankford Center Neighborhood Core and Frankford Center Recreation Zone, a maximum of three (3) lighted or unlighted, signs or sign types, in combination, may be permitted per building.

1. Permitted sign types include the following:
 - a. Freestanding Signs with a maximum area of forty-eight (48) square feet with a twenty-five (25) foot front yard setback and twelve (12) foot height.
 - b. Attached Signs with a maximum area of nine (9) square feet and a height not to exceed two (2) feet. No sign attached to a building shall project above the roofline. Signs advertising a commercial use are prohibited above the first floor of any building where residential uses exist on the second floor.
 - c. Directory Signs with a maximum area of two (2) square feet per tenant not to exceed twenty (20) square feet in total.
2. Two (2) directional signs per ingress or egress and two (2) directional signs per drive-thru lane are permitted per building with a maximum area of two (2) square feet per sign, a maximum height of three (3) feet and a five (5) foot front yard setback. Directional signs shall not count toward the total number of signs permitted.
3. When multiple tenants occupy a single building, one (1) additional sign per tenant is permitted, attached to the building, with a maximum area of nine (9) square feet and a height not to exceed two (2) feet. When more than one business is proposed on any one building, all proposed signage shall be uniform in size and materials."

Section 2 - Repealer.

All Ordinances or parts of Ordinances inconsistent herewith are repealed as to such inconsistencies.

Section 3 - Severability.

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 4 - Effective Date.

This Ordinance shall take effect upon passage and publication as provided by law.

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

- PUBLIC HEARING – Kevin Benbrook, Esq. discussed provisions.

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

A motion was made by Risdon to adopt Ordinance #2019-12 on Second Reading, seconded by Ayers. Roll call was taken for a 4-0 vote in favor of this motion. (Risdon, yes; Carney, yes; Ayers, yes; Castimore, yes). Motion carried.

TOWNSHIP REPORTS:

- Township Committee Reports

Committeeman Carney – The Park leases went out and were sent to Sharon Yarosz, CFO by Kevin Benbrook, Esq. There was discussion by the Committee about the truck and transfer of the title.

A motion was made by Risdon to transfer the title of the 2016 Ford Explorer Wagon to the Frankford Township Volunteer Fire Department for \$1.00, seconded by Carney. All in favor. Motion carried.

Committeeman Ayers – Open Space is on vacation for the months of July and August. Letters were sent out to the residents that Bob Canace identified as potential properties for Farmland Preservation. The Committee will be having an open house meeting in the fall to speak about Farmland Preservation.

- DPW Report – Mark Yetter presented his report. Committee and Mark also spoke about putting the old dump up for auction on Govbid.

NEW BUSINESS:

- Greater Culver Lake Watershed Conservation Foundation Lease Agreement Block 66/Lot 8 (Paul Sutphen letter)

Kevin Benbrook, Esq. will be drafting a lease with the Greater Culver Lake Watershed Conservation Foundation.

- Bond Release for Road Opening Permit on 4 Roslyn Road

A motion was made by Ayers to approve Bond Release, seconded by Carney. Roll call was taken for a 4-0 vote in favor of this motion. (Risdon, yes; Carney, yes; Ayers, yes; Castimore, yes). Motion carried.

- Construction Bid Award – Proposed ADA Improvements at Frankford Municipal Building

A motion was made by Risdon to approve the Construction Bid Award of the ADA Improvements at Frankford Municipal Building to Tony's Concrete, seconded by Carney. Roll call was taken for a 4-0 vote in favor of this motion. (Risdon, yes; Carney, yes; Ayers, yes; Castimore, yes). Motion carried.

- Construction Bid Award - DPW Garage Bid - Tabled
- Contribution to Branchville - Frankford Youth Group – Committeeman Carney will contact Mayor Frato regarding this subject.
- Vacating Portion of First Street – HPA No. 00-013 - Tabled
- Appoint Deputy Registrar – Sandra Rippey

A motion was made by Risdon to appoint Sandra Rippey as Deputy Registrar, seconded by Ayers. Roll call was taken for a 4-0 vote in favor of this motion. (Risdon, yes; Carney, yes; Ayers, yes; Castimore, yes).

- Municipal appointment to Sussex County Water Quality Management – Policy Advisory Committee

A motion was made by Risdon to appoint Deputy Mayor Civitan to Sussex County Water Quality Management – Policy Advisory Committee, seconded by Carney. All in favor. Motion carried.

- Municipal appointment to Sussex County Solid Waste Advisory Council - Tabled
- Correspondence – Hidden Driveway Fenwick Road

Mayor Castimore will be following up with the resident.

- Transfer Fire CO enforcement to Sussex County - Tabled
- Illegal Dumping of Soil – Proposed Ordinance (Congressman Josh Gottheimer letter)

The Frankford Township Soil Ordinance will be forwarded to Congressman Gottheimer's office.

- Referendum Question – Garbage and Recyclables

A motion was made by Carney to approve the Referendum Question to be forwarded to the County Clerk's Office by August 28th, 2019 to put on the ballot, seconded by Ayers. Roll call was taken for a 4-0 vote in favor of this motion. (Risdon, yes; Carney, yes; Ayers, yes; Castimore, yes). Motion carried.

- DOT Milling and Resurfacing – Route 206 Pines Road to CR 521

A notice of the milling and resurfacing will be posted in Frankford Township.

A motion was made by Risdon to authorize Mayor Castimore to execute the letter of consent to Sussex County Chamber of Commerce for Sussex County Day for the helicopter landing on September 15, 2019 seconded by Ayers. All in favor. Motion carried.

- Social Affairs Permit – Sussex County Arts and Heritage Council – Sussex County Fairgrounds – July 20, 2019

A motion was made by Carney to approve the Social Affairs permit of the Sussex County Arts and Heritage Council, seconded by Risdon. All in favor. Motion carried.

APPROVE PAYMENT OF BILLS

A motion was made by Ayers to approve the payment of the bills, seconded by Risdon. Roll call was taken for a 4-0 vote in favor of this motion. (Risdon, yes; Carney, yes; Ayers, yes; Castimore, yes). Motion carried.

PUBLIC PORTION

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

Kenneth French – Frankford Township Volunteer Fire Department – Conversation regarding retaining a grant writer for \$2500.00 per application. Ken and Committeeman Carney to meet with County regarding high band radios.

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

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

EXECUTIVE SESSION

A motion was made by Ayers to close from Executive Session, seconded by Carney. All in favor. Motion carried.

A motion was made by Risdon to authorize Diane Brauchle to receive approved compensation time as submitted by Clerk and to work one additional day per week through the end of August, at her regular rate, all subject to Certification of Funds by CFO, seconded by Carney. Roll call was taken for a 4-0 vote in favor of this motion. (Risdon, yes; Carney, yes; Ayers, yes; Castimore, yes). Motion carried.

A motion was made by Ayers to authorize a stipend to Sharon Yarosz as a Temporary Personnel Administrator for six months at \$2,500.00 from July 1, 2019 through December 31, 2019, seconded by Carney. Roll call was taken for a 4-0 vote in favor of this motion. (Risdon, yes; Carney, yes; Ayers, yes; Castimore, yes). Motion carried.

A motion was made by Ayers to authorize Patricia Bussow as an outside consultant at \$40.00 per hour, on an as needed basis, up to \$2,000.00, seconded by Risdon. Roll call was taken for a 4-0 vote in favor of this motion. (Risdon, yes; Carney, yes; Ayers, yes; Castimore, yes). Motion carried.

A motion was made by Carney to create the position of Office Assistant and a sub-committee of Committeeman Carney and Committeeman Risdon to conduct re-interviews with two candidates, subject to Certification of Funds, seconded by Risdon. Roll call was taken for a 4-0 vote in favor of this motion. (Risdon, yes; Carney, yes; Ayers, yes; Castimore, yes). Motion carried.

Phone system - Discussions with Committee to seek additional estimates for telephone system.

ADJOURNMENT

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

ATTEST:

Sandra M. Rippey

Sandra M. Rippey
Acting Municipal Clerk