

**TOWNSHIP OF FRANKFORD
REGULAR COMMITTEE MEETING**

Tuesday, January 14, 2020

MINUTES

CALL TO ORDER

Mayor Carney read the following statement: Notice of this meeting has been sent to a newspaper of general circulation in which notice was given of the date, time, place and general agenda in accordance with the Open Public Meetings Act. This agenda is subject to change by order of the Township Committee before and/or during this scheduled meeting.

ROLL CALL

The meeting was called to order by Mayor Carney. Those present were Committeeman Castimore, Committeeman Civitan, Committeeman Risdon, Deputy Mayor Ayers and Mayor Carney. Additionally, Attorney Kevin Benbrook and Acting Municipal Clerk, Administrator Lori Nienstedt.

The **FLAG SALUTE** was conducted by Mayor Carney.

CERTIFICATE OF APPRECIATION PRESENTATION:

A Certificate of Appreciation was presented by Mayor Carney to William Hahn for his dedication and years of service to Frankford Township. Mr. Hahn was Mayor of Frankford for three years as well as serving on the Land Use Board.

SWEARING IN OF FIRE POLICE MEMBERS:

Police Director, Nicholas Civitan, swore in Frankford Township Fire Police Members.

APPROVAL OF PREVIOUS MINUTES:

- December 10, 2019 – Regular Minutes
- December 10, 2019 – Executive Minutes
- January 2, 2020 – Reorganization Meeting
- January 2, 2020 – Reorganization Meeting – Executive Minutes

A motion was made by Committeeman Risdon to all previous meeting minutes, seconded by Deputy Mayor Ayers. Roll Call Vote – Aye: Committeeman Castimore, Committeeman Civitan, Committeeman Risdon, Deputy Mayor Ayers and Mayor Carney. With all ayes and no nays, motion carried.

CONSENT AGENDA:

1. Resolution 2020-007 – Transfer Resolution
2. Resolution 2020-008 – Authorizing Award of Contracts for Professional Services
3. Resolution 2020-009 – Approval of New Plenary Retail Distribution License for 2017-2018
4. Resolution 2020-010 – Approval of New Plenary Retail Distribution License for 2018-2019
5. Resolution 2020-011 – Authorizing Executive Session
6. Approval of Raffle License 2019-26 – United Way of Northern New Jersey
7. Approval of Raffle License 2020-01 – Sussex County Police Athletic League
8. Approval of Raffle License 2020-02 – Sussex County Police Athletic League

9. Social Affair Permit - #335708 – United Way of Northern New Jersey – January 25, 2020 – Chili Open Golf Classic
10. Social Affair Permit - #347986 – Sussex County Police Athletic League – February 15, 2020 – Beefsteak Fundraiser
11. 2020 Revised Holiday Schedule

A motion was made by Committeeman Risdon to accept the Consent Agenda, second by Committeeman Castimore. Roll Call Vote – Aye: Committeeman Castimore, Committeeman Civitan, Committeeman Risdon, Deputy Mayor Ayers and Mayor Carney. With all ayes and no nays, motion carried.

PRESENTATION

Marvin J. Joss, County Representative and Partnership Specialist for the U.S. Census Bureau, made a presentation explaining the importance of the U.S. Census and detailing job opportunities with the U.S. Census Bureau.

ACCEPTANCE OF LETTER OF RESIGNATION

A motion was made by Committeeman Risdon to accept a Letter of Resignation from Denise Tufaro, seconded by Committeeman Civitan. Roll Call Vote – Aye: Committeeman Civitan, Committeeman Risdon, Deputy Mayor Ayers, Committeeman Castimore, and Mayor Carney. With all ayes and no nays, motion carried.

PAYMENT APPROVALS

A motion was made by Deputy Mayor Ayers to approve payment of \$6,191.89 to EM Electrical Contracts, LLC for work completed through December 13, 2019, seconded by Committeeman Castimore. Roll Call Vote – Aye: Deputy Mayor Ayers, Mayor Carney, Committeeman Civitan, and Committeeman Castimore. Nay: Committeeman Risdon. With 4 ayes and 1 nay, motion carried.

A motion was made by Committeeman Risdon to approve payment of \$1,257.60 to Tony's Concrete Construction Co., Inc. for release of retainage, seconded by Committeeman Castimore. Roll Call Vote – Aye: Committeeman Civitan, Committeeman Castimore, Committeeman Risdon, Deputy Mayor Ayers and Mayor Carney. With all ayes and no nays, motion carried.

PUBLIC COMMENT

A motion was made by Committeeman Castimore to open to public comment, seconded by Deputy Mayor Ayers. All in favor. Motion carried.

Michael Dolan – 4 Glen Road – asked who the Committee Liaison is to the Board of Health. Committeeman Castimore stated that he is the liaison.

Art Pierson – 130 E. Shore Culver Road – Mr. Pierson requested from Mr. Benbrook the status of the deeds from the land auction in December. Mr. Benbrook replied that they should have their deeds somewhere between the end of January and the beginning of February 2020.

Mike Fox – 44 Beemer Road – Mr. Fox stated that the Fire Department is dealing with a company to assist in obtaining a better response for Billing of Services Rendered. Mr. Fox said the company informed him that Frankford is the sixth highest Municipality that money is paid to.

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

DEPARTMENT REPORTS:

1. Animal Control Officer Report – December 2019
Kevin Benbrook, Esq. will work with Lori Nienstedt, Acting Municipal Clerk to advertise for impound services.
2. DPW Report – December 2019
3. Tax Collector’s Report – December 2019
4. Zoning Report – January 2020

TOWNSHIP COMMITTEE REPORTS:

Committeeman Castimore

Committeeman Castimore informed the Committee that the Economic Development Committee is tentatively scheduled to meet on January 13, 2020.

Mayor Carney

Fire Department - Mayor Carney requested the meeting schedule of the Fire Department so that he, as Township Committee Liaison, can make every attempt to attend their meetings. Additionally, the new fire truck is in the process of being lettered.

Mike Fox stated that the new fire truck needs to be registered. Since the Township owns the truck it needs to hold the physical title. Mr. Benbrook stated that once the Bond is paid off the Township can turn the title over to the Fire Company. Additionally, he stated that the Fire Department can register the fire truck themselves. Mayor Carney stated that it is easier to have the Township register, insure, and hold it. Further discussion will be had with the Committee.

Park Committee – Mayor Carney discussed hosting the Veterans “Moving Wall” at the park for approximately five or six days between April and September. The Park Commission approves of hosting this memorial. Mayor Carney will be attending a meeting with the American Legion and the Park Commission in the near future to discuss this further.

Township Attorney

Attorney Benbrook spoke regarding the park lease and underground oil tank at the Perry house. The State of NJ would like to meet and tour the park. Mr. Benbrook will work with Ms. Nienstedt to organize the tour.

Committeeman Risdon asked if we can make our park rentals standard rentals rather than COAH rentals. Mr. Benbrook suggested that the Committee first obtain from CFO Sharon Yarosz the exact dollar amount of COAH funds that was used to renovate the rentals. Ms. Nienstedt stated that she would obtain that number.

Mr. Benbrook congratulated Mayor Carney on becoming Mayor this year and stated that he looks forward to bringing in more revenue from the sales of foreclosures this year, adding that much was accomplished in 2019.

Township Clerk

A draft of the Township newsletter has been circulated for review to the Committee and department heads. It includes accomplishments in 2019 and will feature future events. Ms. Nienstedt recognized Katie Radler for creating a user-friendly template that Department heads could easily populate their info into.

The Clerk's office has prepared a draft of the newsletter that we will be sending out to the community. Since this is an election year, the Clerk's office would like the residents to be informed so that information will be included in the newsletter.

On February 7, 2020, there will be a Mayors' Meeting in Washington, D.C. which will be attended by Deputy Mayor, Jim Ayers. The meeting will feature, amongst other items, taking advantage of grant opportunities and getting funds back into New Jersey and Frankford itself. The Mayors' Meeting will incur no cost to the Township.

Mayor Carney stated that the Township will have a Grant Committee in the coming year. Ms. Nienstedt is exploring engaging students and professors at local colleges where they are leading grant writing programs to see if some assistance can be found there.

Committeeman Ayers

Committeeman Ayers reported that the Open Space Committee will be holding their reorganization meeting in February.

Lorraine Gibbons, CEO of Garden State Urban Farms, is interested in purchasing 357 US Highway 206 to erect three greenhouses; one ½ acre and two separate 2 ½ acre hydroponic greenhouses. Committeeman Ayers suggested she appeared before the Land Use Board with a conceptual plan.

UNFINISHED BUSINESS:

Firehouse – Insurance Policy - Tabled

Second Amendment Sanctuary – Mayor Carney would like to meet with Parker Space regarding the Second Amendment Sanctuary efforts being made. Attorney Benbrook added that the Second Amendment Sanctuary movement began in Virginia. New Jersey has already passed a Red Flag Law, which allows a citizen to report a gun owner as a danger, subjecting them to due process and removal of their guns before they can harm anyone.

Roof – A pre-construction meeting will be organized in January with the roofing contractor. Ms. Nienstedt stated that she will organize the meeting.

NEW BUSINESS:

A proposed change by Attorney Benbrook was made to the personnel policy, Section 3.2. This change would allow for new hires that have experience to be extended years of cumulative service credit for purposes of determining vacation eligibility.

A motion was made by Committeeman Risdon to accept the changes to the personnel policy, Section 3.2 seconded by Committeeman Civitan. All in favor. Motion carried.

BILLS LIST APPROVAL:

A motion was made by Committeeman Risdon to approve the Bills List from December 9, 2019 through January 10, 2020, seconded by Committeeman Castimore. Roll Call Vote – Aye: Deputy Mayor Ayers, Committeeman Civitan, Committeeman Castimore and Mayor Carney. With all ayes and no nays, motion carried.

IT SERVICES

A motion was made by Committeeman Risdon to choose MSI as the onsite IT services for Frankford Township, seconded by Committeeman Civitan. Roll Call Vote – Aye: Committeeman Civitan, Committeeman Castimore, Committeeman Risdon, Deputy Mayor Ayers and Mayor Carney. With all ayes and no nays, motion carried.

PUBLIC COMMENT

A motion was made by Committeeman Castimore to open to public comment, seconded by Deputy Mayor Ayers. All in favor. Motion carried.

Mike Dolan – 4 Glen Road – made a brief comment regarding parliamentary rules.

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

Mayor Carney stated that we need to set the next budget meeting date. Committeeman Risdon suggested January 27, 2020 at 2 p.m.. The Committee agreed to the proposed date and time. The Fire Department and Blue Ridge Rescue are invited to attend with their requests.

ADJOURNMENT

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

ATTEST:

Lori Nienstedt, Acting Municipal Clerk

**TOWNSHIP OF FRANKFORD
SUSSEX COUNTY, NEW JERSEY**

RESOLUTON 2020 – 007

TRANSFER RESOLUTION

WHEREAS, there is a need for adjustments to the 2019 municipal budget appropriations,
and

WHEREAS, N.J.S.A. 40:4-58 permits transfers to be made in the last two months of the
calendar year and first three months of the calendar year

NOW THEREFORE BE IT RESOLVED by the Township Committee of the Township of
Frankford that the following transfers be made in the amounts so noted:

<u>FROM</u>	<u>AMOUNT</u>	<u>TO</u>
Municipal Clerk- S&W	\$ 580.00	Municipal Clerk O&E

CERTIFICATION

I, Lori Nienstedt, Acting Municipal Clerk/Administrator of the Township of Frankford, County of
Sussex, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution
duly authorized by the Township Committee on this 14th day of January, 2020.

ATTEST:

Lori Nienstedt, Acting Municipal Clerk

**TOWNSHIP OF FRANKFORD
SUSSEX COUNTY, NEW JERSEY**

RESOLUTION 2020-008

**A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF FRANKFORD, RATIFYING AND
AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES TO THE TOWNSHIP OF
FRANKFORD.**

WHEREAS, N.J.S.A. 40A:11-5 permits governing bodies to contract for certain professional services without competitive bidding; and

WHEREAS, the Township of Frankford has need of said professional services.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Frankford, County of Sussex, State of New Jersey, that the following appointments be:

Bond Counsel: Gibbons P.C.

Official Newspapers: The New Jersey Herald & The Sunday New Jersey Herald

CERTIFICATION

I, Lori Nienstedt, Acting Municipal Clerk/Administrator of the Township of Frankford, County of Sussex, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Committee on this 14th day of January, 2020.

ATTEST:

Lori Nienstedt, Acting Municipal Clerk

**TOWNSHIP OF FRANKFORD
SUSSEX COUNTY, NEW JERSEY**

RESOLUTION 2020-009

LIQUOR LICENSE RESOLUTION

WHEREAS Licensee has received a special ruling from the Director of the ABC pursuant to N.J.S.A 33:1-12.18 to issue a new license term for 2017-2018, and

WHEREAS no objections have been received,

BE IT THEREFORE RESOLVED that the application for a Plenary Retail Distribution License, NO. 1905-44-011-003, from Manning Liquors Inc., 333 Route 206 South, Frankford, NJ be approved as presented.

CERTIFICATION

I, Lori Nienstedt, Acting Municipal Clerk/Administrator for the Township of Frankford, County of Sussex, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Borough Council on this 14th of January, 2020.

ATTEST:

Lori Nienstedt, Acting Municipal Clerk

**TOWNSHIP OF FRANKFORD
SUSSEX COUNTY, NEW JERSEY**

RESOLUTION 2020-010

LIQUOR LICENSE RESOLUTION

WHEREAS Licensee has received a special ruling from the Director of the ABC pursuant to N.J.S.A 33:1-12.18 to issue a new license term for 2018-2019, and

WHEREAS no objections have been received,

BE IT THEREFORE RESOLVED that the application for a Plenary Retail Distribution License, NO. 1905-44-011-003, from Manning Liquors Inc., 333 Route 206 South, Frankford, NJ be approved as presented.

CERTIFICATION

I, Lori Nienstedt, Acting Municipal Clerk/Administrator for the Township of Frankford, County of Sussex, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Borough Council on this 14th of January, 2020.

ATTEST:

Lori Nienstedt, Acting Municipal Clerk

**TOWNSHIP OF FRANKFORD
TOWNSHIP COMMITTEE**

RESOLUTION 2020-11

OPEN PUBLIC MEETING ACT – EXECUTIVE SESSION

JANUARY 14, 2020

WHEREAS, N.J.S.A. 10:4-12, Open Public Meetings Act, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist.

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Frankford, County of Sussex, State of New Jersey, as follows:

1. The public shall be excluded from discussion of the hereinafter specified subject matters:
 - A. Personnel
2. Minutes will be kept of the meeting in closed session and the time and circumstances under which the discussion conducted in closed session can be disclosed to the public and cannot be determined at this time.
3. This Resolution shall take effect immediately.

I, Lori Nienstedt, Acting Municipal Clerk/Administrator for the Township of Frankford, County of Sussex, State of New Jersey, do hereby certify the foregoing to be a true and accurate copy of a Resolution adopted by the Mayor and Committee of the Township of Frankford at a meeting held on January 14, 2020.

ATTEST:

Lori Nienstedt, Acting Municipal Clerk