

**TOWNSHIP OF FRANKFORD
EMERGENCY COMMITTEE MEETING
Tuesday, March 17, 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 of Frankford Committee before and/or during this scheduled meeting.

ROLL CALL

This meeting was called to order by Mayor Carney. Those present were Committeeman Castimore, Committeeman Civitan, Deputy Mayor Ayers, Committeeman Risdon, and Mayor Carney. Also present were Acting Municipal Clerk, Lori Nienstedt.

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

This meeting was held exclusively to discuss actions to be taken in light of the COVID-19 pandemic.

1. COVID-19 Virus Business Continuity

- a. The Committee decided it is in the best interest of the community if the Township can continue operations during regular working hours. However, they determined that the Municipal Building must be closed to the public. Submission of permits, applications, and the like can be done via drop-box left outside the front doors.
- b. Ms. Nienstedt will ensure that the building closure and continued operations is published in the New Jersey Herald, as well as on the Township Webpage and Facebook page.
- c. Motion made by Committeeman Civitan, seconded by Committeeman Castimore to close public access to the Municipal Building until further notice. Roll Call Vote: Deputy Mayor Ayers, Committeeman Civitan, Committeeman Risdon, Mayor Carney, Committeeman Castimore – Aye. With all ayes and no nays, motion carried.

2. Frankford Park

- a. At this time, the Governor is permitting local municipalities to determine how they wish to manage their parks. Mayor Carney stated that the park should be closed to all forms of organized sports and any other congregating.
- b. Motion made by Committeeman Risdon to allow the park to continue to be open while a) prohibiting organized sports team usage, b) practicing social distancing and c) use of playground equipment is prohibited, seconded by Committeeman Castimore. Roll Call Vote: Deputy Mayor Ayers, Committeeman Risdon, Committeeman Castimore, Mayor Carney, Committeeman Civitan – Aye. With all ayes and no nays, motion carried.

3. DPW Rotation

- a. Frank Bennett is out indefinitely and Anthony Pagano is coming out of quarantine on April 1, 2020. New hire, Ryley Finn, will be starting on April 1, 2020. It was suggested

to discuss with Mark his thoughts on rotating his crew, the details of which would be at his discretion, however keeping five men working at a time.

- b. Motion made by Committeeman Risdon to request that DPW Supervisor, Mark Yetter, develop a five-man rotation schedule for the DPW, seconded by Committeeman Civitan. Roll Call Vote – Deputy Mayor Ayers, Committeeman Risdon, Committeeman Civitan, Mayor Carney – Aye. Committeeman Castimore – Nay. With a majority of ayes, motion carried.

4. Quarantining employees

- a. Ann Bell is currently in Florida on vacation, returning March 19, 2020. Due to the COVID-19 Crisis in Florida and the high risk identified by the CDC of airline travel, Ms. Nienstedt suggesting quarantining Mrs. Bell at home and allowing her to work remotely. She added that MSI had stated that they were ready to assist employees in remote working.
- b. Motion made by Committeeman Civitan to allow Mrs. Bell to work remotely for a two-week quarantine period following her return from Florida on March 18, 2020, seconded by Deputy Mayor Ayers. Roll Call Vote: Deputy Mayor Ayers, Mayor Carney, Committeeman Castimore, Committeeman Risdon, Committeeman Civitan – Aye. With all ayes and no nays, motion carried.

5. Meetings

- a. Ms. Nienstedt suggested that Township Committee regular meetings continue using virtual meeting programs that are available. She will work to determine a suitable program.
- b. Deputy Mayor Ayers stated that sub-committees (Land Use, Economic Development, Open Space) should refrain from meeting until further notice. Ms. Nienstedt said that she will share this with the secretaries from these respective committees.
- c. Motion made by Deputy Mayor Ayers to cease all sub-committees from meeting until further notice, seconded by Committeeman Risdon. Roll Call Vote: Deputy Mayor Ayers, Committeeman Civitan, Committeeman Risdon, Mayor Carney, Committeeman Castimore – Aye. With all ayes and no nays, motion carried.


6. Communications

- a. Mayor Carney stated that he will deliver “robocall” messages on a weekly basis to the community to keep them abreast of the current situation. Ms. Nienstedt will find a suitable company that offers this service.
- b. Facebook and the website will continue to be used to share information for residents

ADJOURNMENT

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

ATTEST:


Lori Nienstedt, Administrator
Acting Clerk