

**TOWNSHIP OF FRANKFORD
REGULAR COMMITTEE MEETING
Tuesday, April 14, 2020**

MINUTES

CALL TO ORDER

Mayor Carney made following statement: Notice of this meeting has been sent to a newspaper of general circulation in which notice was given of the date, time 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, Committeeman Risdon, and Mayor Carney. Conferencing into the meeting were Deputy Mayor Ayers and Attorney Kevin Benbrook.

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

APPROVAL OF PREVIOUS MEETING MINUTES:

1. March 10, 2020 – Regular Committee Meeting
2. March 10, 2020 – Executive Session Meeting
3. March 17, 2020 – Emergency Committee Meeting

A motion was made by Committeeman Castimore to approve Meeting Minutes, seconded by Committeeman Risdon. Committeeman Risdon requested approval pending an amendment to March 10, 2020 meeting minutes stating that Gorney Road improvements incur no cost to the Township. Roll Call Vote – Aye: Committeeman Civitan, Committeeman Risdon, Committeeman Castimore, Deputy Mayor Ayers, and Mayor Carney. With all ayes and no nays, motion carried.

PUBLIC COMMENT

Committeeman Castimore made a motion to open Public Comment, seconded by Committeeman Risdon. All in favor. Motion carried.

Being there was no comment from the public, Committeeman Castimore made a motion to close Public Comment, seconded by Committeeman Risdon. All in favor. Motion carried.

CORRESPONDENCE

Mayor Carney read correspondence received from The Lake Owassa Community Association Board of Governors. The Board is requesting the Township support prohibiting short term/seasonal rentals during the COVID-19 crisis to protect the community.

Mayor Carney suggested an additional session of public comment specifically as it concerns the proposed Resolution 2020-035.

Committeeman Castimore made a motion to open Public Comment, seconded by Committeeman Risdon. All in favor. Motion carried.

Heidi Montfort asked for the definition of short term rental. Mayor Carney responded that it is any rental under 30 days. Ms. Montfort asked how the resolution will be enforced and if it applies to

transient health workers. Mayor Carney responded that summons' will be issued to those who violate the tenants of the resolution by the Zoning Officer and hosting of health care workers is not exempted from this resolution.

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

RESOLUTION 2020-035 - Prohibiting Short Term Rentals During Public Health Crisis

A motion was made by Committeeman Civitan to adopt Resolution 2020-035, seconded by Deputy Mayor Ayers. Roll Call Vote – Aye: Committeeman Risdon, Mayor Carney, Deputy Mayor Ayers, Committeeman Civitan, and Committeeman Castimore. With all ayes and no nays, the motion carried.

CONSENT AGENDA:

1. Resolution 2020-030 – Notice of Emergency Meeting
2. Resolution 2020-031 – Refunding Tax Sale Certificate – 2018-007
3. Resolution 2020-032 – Canceling Tax Sale Certificate – 2020-020
4. Resolution 2020-033 – Refunding Tax Sale Certificate – 2020-019
5. Resolution 2020-034 – Support for Bridge Over Dry Brook Replacement

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

FOR PUBLIC HEARING AND ADOPTION:

ORDINANCE 2020-001 – Calendar Year 2020 Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a CAP Bank (N.J.S.A. 40A-4-45.14)

A motion was made by Committeeman Castimore to adopt Ordinance 2020-001; seconded by Committeeman Risdon.

A motion was made by Committeeman Castimore to open to public comment, seconded by Committeeman Civitan.

With no public comment, a motion was made by Committeeman Castimore to close from public comment, seconded by Committeeman Risdon. Roll Call Vote – Aye: Committeeman Risdon, Mayor Carney, Deputy Mayor Ayers, Committeeman Civitan, and Committeeman Castimore. With all ayes and no nays, the motion carried.

2020 MUNICIPAL BUDGET

PUBLIC HEARING on INTRODUCED BUDGET

A motion was made by Committeeman Castimore to open to public comment on the Introduced Budget, seconded by Committeeman Risdon. All in favor. Motion carried.

Mike Fox asked if the Committee read an e-mail he sent previously on behalf of the Fire Department to request funds. Mayor Carney replied that they received it and reviewed it.

Being there was no further comment, a motion was made by Committeeman Castimore to close from public comment, seconded by Committeeman Risdon. All in favor. Motion carried.

Motion to adopt the 2020 budget made by Mayor Carney, seconded by Committeeman Civitan. Roll Call Vote – Aye: Mayor Carney, Committeeman Risdon, Deputy Mayor Ayers, Committeeman Civitan, and Committeeman Castimore. With all ayes and no nays, motion carried.

Resolution 2020-036 – Resolution to Amend the 2020 Budget

A motion was made by Committeeman Castimore to approve the Resolution to Amend the 2020 Budget, seconded by Committeeman Risdon. Roll Call Vote – Aye: Committeeman Risdon, Deputy Mayor Ayers, Mayor Carney, Committeeman Castimore, and Committeeman Civitan. With all ayes and no nays, the motion carried.

Adoption of Amended 2020 Budget

A motion was made by Committeeman Castimore to adopt the Amended 2020 Budget, seconded by Committeeman Civitan. Roll Call Vote – Aye: Mayor Carney, Deputy Mayor Ayers, Committeeman Risdon, Committeeman Civitan, and Committeeman Castimore. With all ayes and no nays, motion carried.

FIRST READING/INTRODUCTION:

ORDINANCE 2020-002 – An Ordinance Amending Chapter II of the Code of The Township of Frankford Entitled “Administration”

A motion was made by Committeeman Castimore to approve Ordinance 2020-002, seconded by Committeeman Risdon. Roll Call Vote – Aye: Committeeman Risdon, Deputy Mayor Ayers, Committeeman Civitan, Committeeman Castimore, and Mayor Carney. With all ayes and no nays, motion carried.

ORDINANCE 2020-003 – An Ordinance of the Township of Frankford, County of Sussex, State of New Jersey, Providing for the purchase of a 2020 Medium Duty Single Axle Cab and Chassis with Snow Plow, Switch and Go Detachable Body System, Winter Sub Frame and Stainless-Steel V-Box Sand/Salt Spreader. The Total Cost of the Equipment is \$174,000.00, appropriating a Sum of \$174,000.00 from a reserve in the Capital Trust for the Reserve for the Purchase of Road Equipment.

A motion was made by Committeeman Risdon to approve Ordinance 2020-003, seconded by Committeeman Civitan. Roll Call Vote – Aye: Mayor Carney, Committeeman Civitan, Deputy Mayor Ayers, Committeeman Risdon. Nay: Committeeman Castimore. With a majority of ayes, and one nay, the motion is carried.

Recommendation to Accept Project – HPA 19-197 – Proposed improvements to Mattison Reservoir Avenue – Section III

A motion was made by Committeeman Risdon to accept project – HPA 19-197 – Proposed improvements to Mattison Reservoir, Section III, seconded by Committeeman Castimore. Roll Call Vote – Aye: Committeeman Castimore, Deputy Mayor Ayers, Committeeman Civitan, Committeeman Risdon, and Mayor Carney. With all ayes and no nays, motion carried.

PUBLIC COMMENT:

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

Being that no comment was made, a motion was made by Committeeman Risdon to close from public comment, seconded by Committeeman Castimore. All in favor. Motion carried.

DEPARTMENT REPORTS:

1. Animal Control Officer Report – March 2020 - Mayor Carney reported that our ACO officer will be patrolling the park more frequently.
2. DPW Report – March 2020 – Report was read by Mayor Carney.
3. Tax Collector's Report – March 2020
4. Zoning Report – Nothing to report

Attorney Benbrook stated that now is the time of year when he usually works on the Residential Lease Renewals and he questioned what the Committee's will was concerning this matter.

A motion was made by Committeeman Risdon to maintain the Frankford Township Residential Lease rental amounts to where they currently are, seconded by Committee Castimore. Roll Call Vote – Aye: Committeeman Castimore, Committeeman Civitan, Deputy Mayor Ayers, Committeeman Risdon, and Mayor Carney. With all ayes and no nays, motion carried.

TOWNSHIP CLERK REPORT

Recognition Drive – Aldo and Nancy Sayre will be recognized for the month of May. Proclamations will be read at the May 12th meeting and the Sayres will be invited to join us on the phone.

Due to a high demand for blood donations, Deputy Clerk, Diane Brauchle, is looking into hosting another blood drive.

TOWNSHIP ATTORNEY REPORT

- **Foreclosures** – due to the Supreme Court placing a hold on all foreclosures, the roughly 6 properties that Frankford was intending to foreclose on will be postponed.
- **Municipal Courts** are still closed. This is determined by the Supreme Court and there currently is no information in place as to when they will re-open.
- **Federal Family Medical Leave Act** – Previously this did not apply to Frankford as the Township is under 50 employees. However, due to new COVID-19 provisions, from April 1 – December 31, 2020, if an employee has to be out of work due to symptoms of COVID-19, if a family member with COVID-19 must be cared for, or if a child's school is closed, the Township is required to pay those individuals for a particular period of time.
- **FEMA Funds** – Since every State has been declared a major disaster area by the President, FEMA Emergency Funds have been made available to reimburse for costs resulting from extra cleaning, cleaning products, and more. CFO, Sharon Yarosz said that she is already tracking those items, in fact.

TOWNSHIP COMMITTEE REPORTS

DEPUTY MAYOR AYERS

Deputy Mayor Ayers asked if monies could be borrowed from Open Space for the irrigation project at the Park. Mayor Carney spoke to the Park Chair and it is understood that this would have to be on hold.

MAYOR CARNEY

Mayor Carney was last told that related to the Frankford School taxes, each household would be going up roughly \$100.00. Regarding High Point, the tax is going up 10%. It would have been 14%

but because of the schools being closed during COVID-19, it saved roughly \$400k between bussing, sports, cleaning, etc. This is the third year out of seven that State aid is going down.

The Fire Department purchased 50 N95 masks at a cost of \$400. Mayor Carney asked if the Township should reimburse them. Deputy Mayor Ayers suggested that the Township buy them 50 more masks instead. CFO Sharon Yarosz stated that they should just run their requests for PPE through the Township because the Township can get reimbursed for them.

A motion was made by Committeeman Civitan to purchase 50 masks, seconded by Committeeman Risdon. Roll Call Vote – Aye: Mayor Carney, Deputy Mayor Ayers, Committeeman Risdon, Committeeman Castimore, and Committeeman Civitan. With all ayes and not nays, motion carried.

COMMITTEEMAN CASTIMORE

The Economic Development Committee did not meet. As such there is no update.

COMMITTEEMAN RISDON

No update.

COMMITTEEMAN CIVITAN

Committeeman Civitan spoke with Craig of Blue Ridge Rescue about acquiring PPE.

NEW BUSINESS:

COVID-19 Update - Mayor Carney and Clerk Nienstedt have been developing communiqués to be shared in weekly robo-calls that serve to update residents on COVID-19. At this time, deaths from assisted living facilities comprise roughly 50% of the positive cases. Three deaths were reported as of today, with two coming from assisted living. 25 positive cases in Frankford Township with 536 in the County of Sussex.

Committeeman Civitan raised the issue of purchasing an electronic sign for the Township Building, as well as a portable one for notifications. Administrative Assistant, Katie Radler, researched and obtained 4 quotes for the sign for the Municipal Building. The Committee found the cost to be prohibitive at this time.

BILLS LIST APPROVAL: For Bills from March 11, 2020 through April 9, 2020

A motion was made by Committeeman Castimore to approve bills list, seconded by Committeeman Civitan. Roll Call Vote – Ayes: Committeeman Risdon, Mayor Carney, Committeeman Castimore, Committeeman Civitan, and Deputy Mayor Ayers. With all ayes and no nays, motion carried.

OEM SHARED SERVICE AGREEMENT

Attorney Benbrook explained that he had just received the agreement from Branchville's Attorney, Mr. Valenti. A question was raised regarding an explanation of the 2% Administrative Fee noted in the agreement. Ms. Nienstedt would obtain that information. Additionally, the Committee had offered \$4,000.00 for the position. Mr. Benbrook said he will reach out to Mr. Valenti to clarify where the \$5,000.00 number came from.

An opt-out opportunity will be put in place in the agreement. Mayor Carney asked that we make the pay retroactive to April 1, 2020 because Mr. Lewis has been doing work without even having to be asked. A change needs to reflect that the OEM should attend all statutorily mandated activities.

Committeeman Civitan made a motion, seconded by Committeeman Castimore to accept the proposed changes to the contract. Roll-Call Vote – Ayes: Deputy Mayor Ayers, Mayor Carney, Committeeman Castimore, Committeeman Civitan. Nays: Committeeman Risdon. With the majority ayes, the motion carried.

EXECUTIVE SESSION

Executive Session is being held for the purposes of collective bargaining discussion.

Motion to exit executive session made by Committeeman Civitan, seconded by Committeeman Castimore. Roll Call Vote – Aye: Mayor Carney, Deputy Mayor Ayers, Committeeman Risdon, Committeeman Castimore, and Committeeman Civitan. With all ayes and not nays, motion carried.

A motion was made by Mayor Carney to offer the DPW a raise schedule of 2.5%, 2.25%, and 2% over the next three years (2021, 2022, 2023) with all other elements remaining as previously discussed. Seconded by Committeeman Risdon. Aye: Mayor Carney, Committeeman Risdon, Committeeman Castimore. Nay: Deputy Mayor Ayers, Committeeman Civitan. With a majority of ayes, motion carried.

ADJOURNMENT

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

ATTEST: _____
Lori Nienstedt, Administrator
Acting Clerk