

MINUTES  
FRANKLIN TOWNSHIP COMMITTEE  
WORK SESSION/REGULAR MEETING  
THURSDAY, November 14, 2019  
7:30 PM

The meeting was called to order by Deputy Mayor Diane Burgess at 7:33 pm. Deputy Mayor Burgess read the OPMA Statement and led the flag salute.

Roll Call: Mayor Craig Repmann (absent) Deputy Mayor Diane Burgess (present)  
Mike Homulak (absent) Sebastian Donaruma (present) Phil Koury (arrived 7:32 pm)

Also Present: Katrina Campbell, Municipal Attorney  
Cameron Keng, Chief Finance Officer  
Capt. Timothy Snyder

Promotion of Cpl. Kevin Bollaro to Rank of Sergeant:

The Municipal Attorney administered the Oath of Office. Pictures were taken by Clerk and fellow officers. The Committee congratulated Sgt. Bollaro. Sgt. Bollaro thanked the Committee and the Police Department.

Comments from the Public on Agenda Items Only:

No one from the public spoke regarding Agenda Items.

Approval of Minutes

Motion to approve the October 24, 2019 minutes Regular Meeting & Executive Session: Donaruma

Second: Koury

Roll call: Repmann (Absent) Burgess (Abstain) Homulak (Absent) Donaruma (Aye) Koury (Aye)

Payment of Bills

Motion to approve the Bills List: Donaruma Second: Koury

Roll call: Repmann (Absent) Burgess (Aye) Homulak (Absent) Donaruma (Aye) Koury (Aye)

Ordinances: None.

Resolutions:

1. Resolution 2019-54: Resolution Calling for Study Commission to Review the Open Public Records Act.

Clerk explained that the resolution is in response to a request from the Municipal Clerk's Association of New Jersey to support a study commission to review and update the Open Public Records Act.

Motion to adopt: Donaruma Second: Koury

Roll call: Repmann (Absent) Burgess (Aye) Homulak (Absent) Donaruma (Aye) Koury (Aye)

2. Resolution 2019-55: A Proclamation Commemorating Franklin Township School Week.

Clerk explained that the proclamation is for the Year 2020.

Motion to adopt: Donaruma Second: Koury

Roll call: Repmann (Absent) Burgess (Aye) Homulak (Absent) Donaruma (Aye) Koury (Aye)

3. Resolution 2019-56: Authorizing Application for Sustainable Jersey Small Grants Program.

CFO and Deputy Mayor Burgess explained the Township's historic use of the Sustainable Jersey Small Grants Program and that this resolution will allow the Township to apply for small grants in 2020.

Motion to adopt: Koury Second: Donaruma

Roll call: Repmann (Absent) Burgess (Aye) Homulak (Absent) Donaruma (Aye) Koury (Aye)

4. Resolution 2019-57: Refund Tax Overpayment – Block 24 Lot 43

Motion to adopt: Koury Second: Donaruma

Roll call: Repmann (Absent) Burgess (Aye) Homulak (Absent) Donaruma (Aye) Koury (Aye)

Staff Administrative Reports

**Police:** Captain Snyder reported on the October activities of the Police Department.

**CFO:** Cameron Keng reported on the submission of three new grant applications; Sustainable Jersey Small Grants Program, a county grant regarding the Master Plan and a state grant regarding planning sustainable farmland. Committeeman Koury questioned the CFO on details of the Master Plan county grant. The CFO responded.

**Administrative:** The Township Clerk updated the Committee on continuing efforts to update the Ordinances and Resolutions on the Township's website. She also reported on the administration of the General Election and informed the Committee that the Election Board Workers had expressed their appreciation for the lunch supplied by the Township.

**EMS:** A member of the Quakertown Fire Company reported on the activities of the EMS and Fire Company services in the Township. Committeeman Koury questioned the status of a new fire truck. The Fire Company member explained the status of the Fire Company's vehicles. The Fire Company member also explained staffing problems experienced by other organizations in nearby towns and how

it affects the Fire Company. Deputy Mayor Burgess thanked the Quakertown Fire Company for use of their building for the General Election. A brief discussion occurred regarding planning for the Presidential Election in 2020.

Board of Health: None.

Old Business: None.

New Business:

1. Discussion Item: New Jersey Department of Community Affairs (DCA), Division of Local Government Services (DLGS) – Best Practices Inventory Survey.

The Clerk explained that the Best Practices Inventory Survey had been mostly completed by the CFO and the Clerk's input was limited to items directly affecting the Clerk's Office. The CFO indicated that the Township had scored very well and explained the types of questions that had appeared on the survey. The Municipal Attorney explained that the survey changes from year to year and how the score affected state funding to municipalities.

2. Discussion Item: Municipal Building 2020 Annual Holiday Calendar.

The Clerk explained that the Municipal Holiday Schedule would traditionally follow the County Holiday Schedule. She further explained that the administrative staff had requested to exchange Columbus Day (Monday, October 12, 2020) for Christmas Eve (Thursday, December 24, 2020) as Municipal Building Holidays. A brief discussion followed and the Committee agreed to the requested schedule change.

Motion to approve the 2020 Municipal Building Holiday Schedule as discussed: Donaruma  
Second: Koury

Roll call: Repmann (Absent) Burgess (Aye) Homulak (Absent) Donaruma (Aye) Koury (Aye)

3. Discussion Item: Employee and Volunteer Holiday Luncheon.

The Committee discussed options to hold a holiday luncheon for Township employees and volunteers. The Municipal Attorney explained the Township's history of a holiday event and that money had been set aside in the Budget to hold said event.

Motion to hold an employee and volunteer holiday luncheon, date to be determined, at the Municipal Building and within the set Budget: Donaruma Second: Koury

Roll call: Repmann (Absent) Burgess (Aye) Homulak (Absent) Donaruma (Aye) Koury (Aye)

The Committee directed the Clerk to coordinate the approved Employee and Volunteer Holiday Luncheon.

### Committee Member Reports:

Committeeman Phil Koury reported that the Township's Master Plan Update had been adopted at the November 13<sup>th</sup> Land Use Board meeting. He further indicated that the LUB will be working on prioritizing the recommendations of the updated Master Plan and that the CFO had already submitted a grant application to the county to assist in that process. Committeeman Koury also informed the Committee that the LUB will be looking into submitting a Request for Proposals (RFP) for the LUB Attorney, Planner and Engineer and questioned the cost effectiveness and synergy of utilizing the same Engineer as the Township. The last LUB meeting of the year will be held on December 12<sup>th</sup>.

Deputy Mayor Diane Burgess reported on the activities of the Department of Public Works, specifying their efforts to put up snow fencing. She also reported on the Recreation Department's activities, specifying the Township's "Trunk or Treat" held on October 25<sup>th</sup>. Captain Snyder indicated that Officers Bollaro and Beam assisted with that event and it went well.

Committeeman Koury questioned the results of a meeting between the Department of Public Works and JCP&L regarding tree trimming. The CFO explained the results of the meeting and that decreased Federal funding to JCP&L is resulting in a narrower scope of work and prioritized cutting.

### Comments from the Public:

Robin Ramalho, 18 Spring Hill Road, questioned Resolution 2019-56, energy grants and if the Township benefits from the solar panel fields on Locust Grove Road and Croton Road. Deputy Mayor Burgess explained the Township's benefits from the solar panel fields. The Attorney explained general grant use and how municipalities benefit from energy grants. Upon further questioning by Ms. Ramalho, the CFO and Deputy Mayor Burgess explained the Township's efforts to be proactive regarding emerald ash borer tree trimming.

Richard Anderson, 11 Doe Run, congratulated the Committee members who had been re-elected at the General Election. He questioned the Committee on the cellular monopole to be erected on Municipal Building property. Deputy Mayor Burgess and the Attorney responded to his questions regarding the location of the monopole and explained why the demonstration crane offered by Verizon did not take place. Mr. Anderson expressed his opinion about the decision-making process taken by the Committee regarding the cellular monopole and requested the voting history of the Committee that allowed the monopole to be built. The Attorney explained which votes authorized the construction of the monopole. Mr. Anderson gave his contact information to the Clerk to receive that information once compiled.

Christina Faragalla, 205 Sidney Road, requested an update on the status of the cellular monopole to be built on the Municipal Building property. The Clerk and Attorney responded. Ms. Faragalla handed the Clerk a document containing her question and requested that it be placed in the minutes. The Attorney denied the document be placed in the minutes and explained why. Upon further questioning, the Attorney explained how the meeting is recorded and how minutes are taken in accordance with the law. Ms. Faragalla questioned the intent of Resolution 2019-54. Deputy Mayor Burgess and the Attorney explained. The CFO gave an example. Ms. Faragalla recommended that the Committee meetings be video-taped. Deputy Mayor Burgess and Committeeman Donaruma responded.

Carol Loftus, 7 Doe Run, questioned the status of 5G service on the cellular monopole to be built on the Municipal Building property. The Committee and Attorney responded. Ms. Loftus further questioned the Committee on the COAH property next to the Municipal Building property and the legal requirements of the Municipal Building parking lot. The Attorney responded.

Executive Session

Motion to enter executive session: Donaruma Second: Koury  
All in favor. Motion carried.

Committee entered Executive Session at 8:40 pm.

Topics discussed:

1. Contractual & Attorney/Client Privilege – LUB Attorney Invoices
2. Contractual, Personnel & Attorney/Client Privilege – Grievance from Police Department

Committee exited Executive Session at 9:22 pm.

Action by the Committee:

Motion to authorize Township Attorney to proceed regarding Police Department Grievance as discussed in Executive Session: Donaruma Second: Koury

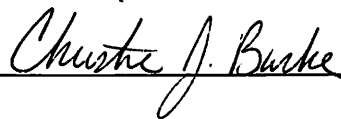
Roll call: Repmann (Absent) Burgess (Aye) Homulak (Absent) Donaruma (Aye) Koury (Aye)

Adjournment

Motion to adjourn: Donaruma Second: Koury All in favor. Motion carried.

Meeting was adjourned at 9:23 pm.

Prepared by Christine Burke, Township Clerk

  
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Adopted: 12/12/2019