

MINUTES  
FRANKLIN TOWNSHIP COMMITTEE  
WORK-SESSION/REGULAR MEETING  
THURSDAY, APRIL 9, 2020  
7:30 PM

(Location Changed to Online Application: Zoom - <https://zoom.us/j/583829427>)

The meeting was called to order by Mayor Koury at 7:31 pm. Mayor Koury read the OPMA Statement and led the flag salute.

Roll Call: Mayor Philip Koury (present) Deputy Mayor Diane Burgess (present)  
Sebastian Donaruma (present) Mike Homulak (present) Craig Repmann (present)

Also present: Katrina L. Campbell, Municipal Attorney  
Christine Burke, Municipal Clerk  
Cameron Keng, Chief Finance Officer  
Captain Timothy Snyder, Police Department  
Heidi Wohlleb, Auditor (Nisivoccia)

Comments from the Public on Agenda Items Only:

No one from the public spoke regarding Agenda Items.

Presentation: None.

Approval of Minutes

Motion to approve the March 26, 2020 minutes Work Session/Regular Meeting: Burgess

Second: Donaruma

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

Payment of Bills

Motion to approve the Bills List: Burgess Second: Homulak

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

Ordinances:

1. Public Hearing & Final Adoption of Ordinance 2020-01: Amend Chapter 88, "Salaries & Compensation" to Add Qualified Purchasing Agent

Motion to open Public Hearing: Burgess Second: Donaruma All in favor. Motion carried.

No one from the Public came forward to speak.

Motion to close Public Hearing: Burgess Second: Repmann All in favor. Motion carried.

Motion to adopt: Burgess Second: Homulak

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

**2. Public Hearing & Final Adoption of Ordinance 2020-02: Ordinance to Exceed the Municipal Budget Appropriation Limits and to Establish a Cap Bank**

Motion to open Public Hearing: Donaruma Second: Burgess All in favor. Motion carried.

No one from the Public came forward to speak.

Motion to close Public Hearing: Burgess Second: Donaruma All in favor. Motion carried.

Motion to adopt: Donaruma Second: Burgess

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

**3. Public Hearing & Final Adoption of Ordinance 2020-03: Ordinance Amending and Supplementing Chapter 220 of the Code of the Township of Franklin to Add New Definitions to the Ordinance and Expand the List of Permitted Uses in the Commercial-N, Commercial-S, and Neighborhood Business Zones**

Mayor Koury explained the Ordinance's connection to the Master Plan.

Motion to open Public Hearing: Donaruma Second: Homulak All in favor. Motion carried.

No one from the Public came forward to speak.

Motion to close Public Hearing: Donaruma Second: Burgess All in favor. Motion carried.

Motion to adopt: Homulak Second: Donaruma

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

**4. Public Hearing & Final Adoption of Ordinance 2020-04: Ordinance to Amend and Supplement Chapter 176 "Affordable Housing Ordinance" with a New Article V "Affordable Housing Development Fees," to Provide for the Collection of Development Fees in Support of Affordable Housing as Permitted by the New Jersey Fair Housing Act**

Motion to open Public Hearing: Donaruma Second: Burgess All in favor. Motion carried.

No one from the Public came forward to speak.

Motion to close Public Hearing: Donaruma Second: Homulak All in favor. Motion carried.

Motion to adopt: Donaruma Second: Burgess

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

**5. Introduction & First Reading of Ordinance 2020-05: Ordinance to Create Chapter 185 "Filming," of the Code of the Township of Franklin to Regulate Filming in the Township.**

Motion to Introduce: Repmann    Second: Donaruma                      All in favor. Motion carried.

The Attorney explained that the public hearing for Ordinance 2020-05 had been scheduled to take place on May 14<sup>th</sup>.

Resolutions:

1. Public Hearing of CY2020 Municipal Budget

Mayor Koury opened the meeting for the public to speak on the CY2020 Municipal Budget.

No one from the Public came forward to speak.

The Committee directed questions regarding the Budget to the Township Auditor, Heidi Wohlleb of Nisivoccia. Deputy Mayor Burgess questioned if anything had been changed due to the COVID-19 virus. Ms. Wohlleb explained the Township's options for tax collection and that "things are up in the air". She further explained that the Division of Local Government Services had approved the Budget to be adopted and that the Budget was strong. Mayor Koury explained that Franklin Township was not the only municipality with concerns regarding tax collection but the Township could not defer the due date. The Attorney explained that the Township could not legally extend the grace period until State legislation permitted an extension. She further explained that legislation permitting the extension of the grace period was pending. The CFO explained that the Federal Reserve Program had extended some assistance to smaller municipalities.

Motion to close Public Hearing: Burgess                      Second: Homulak                      All in favor. Motion carried.

a. Resolution 2020-24: Adoption of the CY2020 Municipal Budget

Motion to adopt: Homulak    Second: Burgess

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

Mayor Koury read Resolution 2020-24: Adoption of the CY2020 Municipal Budget, upon direction from the Auditor.

Staff Administrative Reports:

**Police:** Captain Snyder reported on the activities of the Police Department for the month of March. Mayor Koury explained that Captain Snyder had been featured in a county video regarding adhering to the social distancing guidelines.

**Administrative:** The Township Clerk reported on the effects the COVID-19 response had on administrative operations. She pointed out that operations had slowed but were still continuing. She further reported on efforts to encourage online participation in the 2020 Census and explained that the deadline for recertification in the Sustainable Jersey Program had been extended. She reported that mold remediation efforts for the Township archive room had experienced delays due to the building closure but coordination efforts continue. She also reported that she and the Deputy Clerk had begun

working with the new website vendor on the website update and explained that online meetings with the vendor take place twice per week.

**CFO:** The Chief Finance Officer commented on the adoption of the Budget and reported that the Finance Department's operations were still fairly standard but were experiencing some delays due to the in-office rotating schedule. He proceeded to praise the efforts taken to update the Township's technology infrastructure.

**Board of Health:** None.

**Old Business:** None.

**New Business:**

1. COVID-19 Response Efforts.

Mayor Koury updated the Committee on the various calls he had been receiving regarding the COVID-19 response efforts, specifically the County's response to the Governor's Executive Order to close all County parks in addition to all State parks. He further explained that fishing season had not been cancelled but municipalities must enforce social distancing practices. Deputy Mayor Burgess indicated that the County Freeholders were pushing for a local COVID-19 testing site. Mayor Koury explained that Hunterdon County is a rural area and as its medical centers were not large, could become overwhelmed. Deputy Mayor Burgess explained the current COVID-19 statistics and efforts conducted by the County Board of Health to begin contact tracing of the virus.

**Committee Member Reports:**

Committeeman Sebastian Donaruma updated the Committee on efforts to address speeding complaints within the Township.

Deputy Mayor Diane Burgess reported that the well testing event originally scheduled for May was being rescheduled, and would likely take place in the Fall.

Committeeman Mike Homulak reported that the Fire and EMS services remained operational, retired EMTs were returning to service and FEMA assistance options were being explored.

Committeeman Craig Repmann thanked the staff for their efforts in maintaining administrative operations during the crisis and the Mayor for his efforts to maintain communication with the County.

Mayor Phil Koury explained that the April 8<sup>th</sup> Land Use Board meeting had been canceled and reported on efforts to prepare the Land Use Board for online meetings. The Attorney indicated that she would forward the State's guidance to the Land Use Board Chairman and Board Clerk.

**Comments from the Public:**

No one from the public spoke.

The Mayor instructed that any member of the public that might be experiencing difficulties with accessing or commenting at online meeting hearings, contact the municipality for assistance.

Executive Session: None.

Action by the Committee: None.

Adjournment

Motion to adjourn: Donaruma Second: Burgess

All in favor. Motion carried.

Meeting was adjourned at 8:14 pm.

Prepared by Christine Burke, Township Clerk

  
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Adopted: 04/23/2020