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Twp. Comm. Regular Mtg.  
Thursday, September 27, 2018

MINUTES  
FRANKLIN TOWNSHIP COMMITTEE  
REGULAR MEETING  
THURSDAY, SEPTEMBER 27, 2018  
7:30 P.M.

The Franklin Township Committee held a regular meeting at 7:30 P.M., Thursday, September 27, 2018 at the Municipal Building. This meeting has been properly noticed in accordance with the Open Public Meetings Act.

Mayor Craig Repmann called the meeting to order and led the flag salute.

Roll Call: Joseph Darocha PRESENT Philip Koury PRESENT Susan Soloway PRESENT

Diane Burgess PRESENT

Craig Repmann PRESENT

Also present: Richard Wenner, Municipal Attorney

Some others present in the public: None

**Comments from the public on agenda items only: None**

**Adoption of Minutes**

Motion to adopt minutes of July 12, 2018 Regular Meeting and Joint Meeting with Land Use Board.

Moved Koury Second Burgess All in favor. Motion carried.

Motion to adopt minutes of August 2, 2018 Special Meeting.

Moved Koury Second Burgess

Ayes: Koury, Soloway, Burgess

Nays: None

Abstain: Darocha, Repmann

Motion carried.

Motion to adopt August 9, 2018 Regular Meeting & Executive Session.

Moved Koury Second Burgess

Ayes: Koury, Soloway, Burgess, Repmann

Nays: None

Abstain: Darocha

Motion carried.

Motion to adopt minutes of September 13, 2018 work session.

Moved Soloway                      Second Darocha

Ayes: Darocha, Soloway, Repmann

Nays: None

Abstain: Koury, Burgess

Motion carried.

**Payment of Bills**

Motion to authorize payment of bills as presented by the CFO.

Moved Burgess                      Second Koury

Current Fund Expenditures 8-01      \$31,169.59

General Trust                              \$ 758.00

Reserve for Affordable Housing COAH   \$ 199.79

TOTAL                                      \$32,127.38

Deputy Mayor Burgess was provided with clarification on checks to Primepoint (payroll company) and TWR as Custodian for Ebury (tax lien).

Roll Call Vote: Darocha AYE Koury AYE Soloway AYE Burgess AYE Repmann AYE

Motion carried.

**Public Hearings** – None

**Resolutions**

Motion to adopt Resolution 2018 – 58 Recognize October 6, 2018 as Knock Out Opioid Abuse Day.

Moved Burgess                      Second Soloway                      All in favor. Motion carried.

Motion to adopt Resolution 2018 – 59 Halloween Curfew.

Moved Koury                              Second Soloway                      All in favor. Motion carried.

Motion to adopt Resolution 2018 – 60 Appreciation Clean Community Day.

Moved Koury                              Second Burgess                      All in favor. Motion carried.

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Motion to adopt Resolution 2018 – 61 Adopt formal communications policy.

Moved Soloway

Second Burgess

Discussion: The Committee discussed the need for a communications policy and proper procedures. All staff will be provided with a copy of the resolution with the communications policy attached and notified that this should be included in their copy of the Policy Manual. There was some discussion regarding whether or not the full Committee or the appropriate subcommittee would be included in any email. In essence, any and all requests for action should be in an email so that there is proper documentation.

Deputy Mayor Burgess suggested the following change, **bolded red**, to Item #1:

- If a "Request" is being made to any department or individual, it must be made via email **to the appropriate Department Head with a copy to the appropriate Subcommittee.**

Motion to adopt with amendment.

Moved Soloway

Second Burgess

Roll Call Vote: Darocha AYE Koury AYE Soloway AYE Burgess AYE Repmann AYE

Motion carried.

There was some discussion about maintaining shared files for resolutions and ordinances.

### Ordinances

None for introduction this evening.

### Staff Administrative Reports

The Clerk reported that she and Catherine Innella met with Caroline Conboy, Statewide Insurance, to review the 2019 insurance policies. She and Catherine also attended a planning/zoning meeting and were provided with some information on commercial/medical marijuana facilities in New Jersey. Surplus equipment notice has been provided for publication and an award may be made at the October 11<sup>th</sup> meeting. Green Acres has followed up on some township properties and information regarding farm leases has been provided to the Municipal Attorney.

Arrangements were made for interviews to be conducted for the Tax Collector. Cameron Keng has not yet applied for the position. No decision will be made until applicants are fully discussed with the full Committee. There was some discussion regarding whether or not the procedure for interviewing potential candidates for Tax Collector falls under the Finance Subcommittee or the Administrative Subcommittee. There was discussion about the interviewing process in general. Committee Member Darocha thought perhaps one member of the Finance Subcommittee and one member of the Administrative Subcommittee would have been involved in the interview process. Hiring a Tax Collector

should be a function of the Administrative Subcommittee and the Tax Collector should report to the Finance Subcommittee.

Committee Member Darocha reported on two police officers retiring July and August, 2019. However, both officers will be taking accrued vacation and leaving their positions in January and February, 2019. Financial matters associated with the officers' retirement and hiring of any new officers was briefly discussed.

Motion to authorize the Subcommittee to advertise for the hiring of two police officers as needed.

Moved Koury

Second Soloway

Roll Call Vote: Darocha AYE Koury AYE Soloway AYE Burgess AYE Soloway AYE

Motion carried.

The Township Committee was provided with a current list of certified officials.

Deputy Mayor Burgess provided the Committee with a suggested organization chart which was briefly discussed regarding employee reporting to department heads and/or supervisors. Some adjustments were suggested for a reporting structure. Our insurance company has requested this information from the township.

Day to day operations of the Municipal Building was discussed regarding maintaining a calendar and reporting absences. The TeamUp calendar was more effective than the current system utilized by the CFO and Financial Assistant.

**Holiday staffing discussion:** The Township Committee previously discussed this and authorized staff to take vacation day for Wednesday, November 21 day before Thanksgiving and Monday, December 24 Christmas Eve.

**Holiday party discussion:** The Committee briefly discussed if they would like to continue the tradition of having a holiday party for staff and volunteers. The Clerk was asked to poll other townships to see what they do for a holiday celebration for their staff members.

Committee Member Koury informed the Committee of having met with the Clerk to discuss various administrative issues. He will talk to other employees about some of the issues discussed and will report back to the full Committee. He does recommend sending "Rice Notices" even though employee performance will not be discussed at an upcoming meeting .

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Motion to authorize the Municipal Attorney to send "Rice Notices" to all administrative staff and department heads with the exception of Lt. Tim Snyder.

Moved Burgess

Second Koury

Roll Call Vote: Darocha AYE Koury AYE Soloway AYE Burgess AYE Repmann AYE

Motion carried.

September 26<sup>th</sup> meeting of the Land Use Board was cancelled. For COAH, Darlene Green had to redo the spending plan because of removing the DeoVolente property. The Special Master has been consulted on the change and then it will go before the Judge. This may need to go back to the Land Use Board for a small change.

Committee Member Soloway reported that the Freeholders may hold a meeting here on October 11 because we are doing a land swap with property on Hamden Road by the foot bridge. Dave Dallas's property actually goes as far as into the river and the township will abandon a portion of the road. Driveway to Mr. Dallas's property will be moved onto Lower Landsdown Road and the Landsdown Trail will be continued along Lower Landsdown Road and then we'll close the portion of Hamden Road. Also with the purchase of property from the church we may at some time soften the curve of the road turning onto Lower Landsdown Road.

Deputy Mayor Burgess reported that Alan Dilley is working through some issues on Pleasant View Manor Road. She also reported that she and Committee Member Soloway conducted Tax Collector candidate interviews today and will have further interviews tomorrow. This will be for preliminary screening of all who applied. Anyone selected will be appointed to a vacancy in the position which will expire on December 31, 2019.

Mayor Repmann reported having attended the last school board meeting. The Superintendent has resigned and will be leaving in June, 2019. George Burdick, President of the School Board, has also resigned. The Mayor and Committee Member Koury are working with Shop Rite on a food drive most likely for the Flemington Food Pantry or another charitable/service organization. Trunk or Treat is scheduled for Friday, October 26 and the insurance certificate will be requested.

**Comments from the public:** None in attendance

Committee Member Darocha reported on Locust Grove Road resident complaints about the solar panels under construction. He also commented on some residents expressing appreciation for the township fighting the greenhouses. Committee Member Soloway reported that the group home on Quaker Hill Drive is being purchased by the next door neighbor for a family member. The Tax Assessor should be made aware of this.

