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MINUTES FRANKLIN TOWNSHIP COMMITTEE WORK SESSION THURSDAY, OCTOBER 11, 2018 7:30 P.M.

The Franklin Township Committee held a work session at **7:30 P.M., Thursday, October 11, 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 <u>Al</u>	RRIVED 8:00 P.M.	
Susan Soloway	<u>PRESENT</u>	Diane Burgess	PRESENT	Craig Repmann	<u>PRESENT</u>

Also present: Richard Wenner, as Municipal Attorney

Some others present: Lt. Timothy Snyder, Alan Dilley, Jean Bahlman, Cameron Keng, Matt Papenfuhs, Joanne Coe, Board of Health applicant Kevin Brown and engineer Jim Hill

Comments from the public on agenda items only: None

While awaiting the arrival of Member Koury, the Committee will hear Joanne Coe regarding her request for the Township Committee to provide a resolution in support of her application to the Land Use Board for an Elder Cottage Housing Opportunity (ECHO) unit.

Joanne Coe addressed the Township Committee on her seeking approval to place an ECHO unit on her property for her elderly uncle. She believes she has met all the conditions required and has made an application to the Land Use Board. At this time she is seeking support from the Township Committee as required by ordinance. This is required in order for the Land Use Board to hear her application. Since the township's ordinance doesn't allow accessory structures to be converted to a second residential dwelling, the ECHO unit will be a trailer. Joanne suggested the Land Use Board make the process for making an application be made more simple and easier. She also spoke to the County and made some suggestions for them to improve the process.

Motion to **Adopt Resolution 2018 – 66** to affirm the Township Committee's support for the application to the Land Use Board by Matt Coe and Joanne Tuchrello-Coe for approval to place an ECHO housing unit on her property located at 70 Sidney School Road, Block 20 Lot 2.07.

Moved Soloway		Second Burgess	
Roll Call Vote:	Darocha AYE	Koury ABSENT AT VOTE	Soloway AYE

Burgess AYE

Repmann AYE

Motion carried.

Approval of Minutes

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Motion to adopt minutes of September 27, 2018 Regular Meeting & Executive Session.

Moved Darocha Second Burgess All present in favor. Motion carried.

Payment of Bills

Motion to authorize payment of bills as presented by the Chief Finance Officer.

Moved Burgess		Second Soloway	
Current Fund Expenditures 8-01 Grant Fund Land Use Board Escrow Driveway Trust Reserve for Affordable Housing		\$63,490.08 \$ 1,762.78 \$ 2,230.00 \$ 1,511.75 \$ 834.50	
TOTAL		\$69,829.11	
Roll Call Vote:	Darocha AYE	Koury ABSENT AT VOTE	Soloway AYE
	Burgess A	/E Repmann AYE	

Motion carried.

Discussion of Bill Payment Policy: The cutoff date for the CFO to process bills for payment will be the Tuesday before the meeting date. This will allow time to prepare the bill list for the Committee to review.

BID OPENING AND AWARD FOR SURPLUS EQUIPMENT/VEHICLES

The Municipal Clerk received four (4) sealed timely bids. Mr. Wenner opened the bids and publicly read the results.

Marczaks, Inc.	\$ 651.00	-	1990 Ford F-800
	\$5,675.00	-	1997 Ford 6640
	\$ 355.00	-	2010 Dodge Charger
	\$ 355.00	-	2012 Chevy Caprice
Liberty Motors, Inc.	\$ 888.99	-	1990 Ford F-800
	\$3,331.99	-	1997 Ford 6640
	\$ 913.99	-	2010 Dodge Charger
	\$1,648.99	-	2012 Chevy Caprice

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Golden Years Unitd., Inc	\$6,117.00	-	1997 Ford 6640
Yousef Dabbagh	\$808.00	-	2010 Dodge Charger
	\$1,168.00	-	2012 Chevy Caprice

Motion to accept the bids received and award the bids for surplus equipment as follows:

Golden Years Unitd., In	c \$6,117.00	- 1997 Ford (6640
Liberty Motors, Inc.	\$ 888.99 \$ 913.99 \$1,648.99	 1990 Ford 2010 Dodg 2012 Chevy 	e Charger
Moved Darocha	Second Solo	oway	
Roll Call Vote: Darocha AYE	Koury ABSEN	IT AT VOTE	Soloway AYE
	Burgess AYE	Repmann A	YE

Motion carried.

Public Hearings: None

Resolutions

Motion to **Adopt Resolution 2018 – 62** Refund Duplicate Tax Payment, Block 23 Lot 3.

Moved Soloway

Second Darocha

The Township Committee wanted to be sure the overpayment wasn't a result of the pre-payment of taxes done by end of year 2017. This was clarified by the CFO and the Mayor also said he, too, was aware of the circumstances and reason for the refund.

Roll Call Vote: Darocha AYE Koury ABSENT AT VOTE Soloway AYE Burgess AYE Repmann AYE

Motion carried.

Motion to **Adopt Resolution 2018 – 63** Appoint Risk Management Consultant and Authorize Signing the Risk Management Consultant's Agreement for Fund Year 2019.

Moved Burgess

Second Soloway

Roll Call Vote: Darocha AYE Koury ABSENT AT VOTE Soloway AYE Burgess AYE Repmann AYE

Motion carried.

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Motion to Adopt Resolution 2018 – 64 Appoint 2019 Fund Commissioners.

Moved Darocha	Second Burgess	;		
Roll Call Vote: Darocha AYE	Koury ABSENT AT VOTE	Soloway AYE	Burgess AYE	Repmann AYE
Motion carried.				
Motion to Adopt Resolution 2018 – 65 Website posting of resolutions & ordinances.				
Moved Darocha	Second Burgess	All pre	sent in favor. I	Motion carried.
<u>Ordinances</u>				
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Motion to **Introduce on First Reading Ordinance 2018 – 15** Amendment to Ordinance 2015 – 03 Ordinance Granting Renewal of Municipal Consent to Comcast of New Jersey to Construct, Connect, Operate and Maintain a Cable Television and Communications System in Franklin Township, Hunterdon County, New Jersey. Public Hearing will be scheduled for a meeting to convene at 7:30 P.M., Thursday, November 8, 2018.

Moved Burgess

Second Soloway

All present in favor. Motion carried.

Staff Administrative Reports

Lt. Timothy Snyder gave his monthly report for September and provided all Committee Members with a copy. He reported on investigations, arrests, motor vehicle summons, warning, motor vehicle accident investigations, alarms, assists to fire and rescue and other matters. He also reported on Officer Richards responding and providing medical assistance to a worker injury at the solar farm construction site. Committee Member Darocha asked if OSHA was called in and the Lt. responded that the foreman and County people were there.

Lt. Snyder, Ptl. Beam, Officer Richards and a friends participated in a 10 mile *Tough Mudder Run* in Englishtown. He has prepared an article for this to be placed in the next Newsletter.

BOARD OF HEALTH

Motion to recess the work session at 8:00 P.M. in order to convene the Board of Health.

Moved Darocha

Second Burgess All present in favor. Motion carried.

RETURN TO OPEN SESSION

Motion to return to open session at 8:12 P.M. in order to reconvene the work session.

Moved Soloway

Second Burgess

All present in favor. Motion carried.

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Cameron Keng, CFO, reported on several matters. He is working on completing the inventory list. He will also prepare a resolution for the October 25th meeting requiring claimant signatures under certain circumstances. This resolution can then be reviewed again at the beginning of 2019 and re-adopted with or without changes. He will track hours for part-time employees in order to comply with the Paid Sick Leave law which takes effect October 29th. A policy will need to be adopted for this purpose. For every 30 hours worked, one hour of paid sick time is earned up to a maximum of 40 hours in a year. Employers also have the option of front loading those 40 hours at the beginning of the year. Contract negotiations are underway and Cam has provided some numbers to the Committee.

Matt Papenfuhs, EMS Deputy Chief, provided all Committee Members with copies of the EMS August and September, 2018 activity reports and highlighted some matters. Copies are being made as part of these official minutes. He reported on the QFC receiving notice from the US Fire Administration of a \$205,000.00 grant to replace 32 self-contained breathing apparatus (SCBA).

Old Business

Deputy Mayor Burgess needs to discuss the organizational chart with Katrina Campbell, Municipal Attorney.

New Business

The CFO was asked to get the information to the Municipal Clerk for a possible salary resolution at the next meeting.

Committee Member Reports

Committee Member Sue Soloway said she did not attend last night's Land Use Board meeting and there is no report at this time.

Deputy Mayor Burgess reported that she and Committee Member Soloway interviewed seven candidates for the position of Tax Collector and will discuss this further in executive session.

Committee Member Koury reported on speaking with Lt. Snyder about the purchase of vehicles and suggested exploring purchasing in bulk with other municipalities. While we are members of a co-op we do not go in with other municipalities for purchasing items. He would like to discuss some Administrative matters in executive session as they relate to policies.

Mayor Repmann reported on the Franklin Township School Board meeting where strategic planning was discussed. Dr. Davis has also submitted his resignation letter effective June, 2019. An executive search for a Superintendent will begin.

Trunk or Treat is scheduled for Friday, October 26th.

The Municipal Clerk reported on a delay in the ad to be placed in the Hunterdon County Democrat for two police officers. The ad will appear in the October 18 and October 25.

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Comments from the public: None

EXECUTIVE SESSION

Motion to adopt a resolution to enter executive session at 8:42 P.M. for discussion of matters pertaining to personnel.

Moved Burgess

Second Soloway

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

Motion carried.

Return to Open Session

Motion to return to open session for adjournment.

Moved Darocha

Second Burgess

All in favor. Motion carried.

Adjournment

Motion to adjourn.

Moved Burgess

Second Darocha

All in favor. Motion carried.

Respectfully submitted,

Ursulav, Stryker, RMC

Municipal Clerk

DATE OF ADOPTION: 10-25-2018