MINUTES FRANKLIN TOWNSHIP COMMITTEE WORK SESSION/REGULAR MEETING THURSDAY, NOVEMBER 8, 2018 7:30 P.M.

The Franklin Township Committee held a work session/regular meeting at **7:30 P.M., Thursday, November 8, 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 ABSENT Philip Koury PRESENT Susan Soloway PRESENT

Diane Burgess PRESENT Craig Repmann PRESENT

Also present: Katrina L. Campbell, Municipal Attorney

Cameron Keng, CFO, was also in attendance at this meeting. No other members of the public were present

Comments from the public on agenda items only: No public present

<u>Approval of minutes:</u> Approval of the October 25, 2018 Regular Meeting and Executive Session minutes will be tabled to the next meeting.

Payment of Bills

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

Moved Burgess Second Soloway

Current Fund Expenditures 8-01 \$854,553.37

Driveway Trust \$ 295.00

Reserve for Affordable Housing \$ 15.00

TOTAL \$854,863.37

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

Motion carried.

PUBLIC HEARING

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

Motion to open the public hearing on Ordinance 2018 - 15.

Moved Soloway

Second Burgess

All present in favor. Motion carried.

Comments from the public: No public present

Motion to close the public hearing on Ordinance 2018 - 15.

Moved Soloway

Second Burgess

All present in favor. Motion carried.

Motion to Adopt Ordinance 2018 – 15.

Moved Soloway

Second Burgess

Discussion by the Township Committee: None

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

Motion carried.

Resolutions

Motion to Adopt Resolution 2018 - 72 Authorize Purchase of 2019 Chevrolet Tahoe and Associated Equipment.

Moved Koury

Second Burgess

This vehicle will replace the Tahoe recently involved in an accident and the vehicle declared a total loss. There were no personal injuries. The CFO requires this resolution in order to proceed with the lease to purchase a 2019 vehicle.

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

Motion carried.

Ordinances - For Introduction and First Reading

Motion to Introduce on First Reading Ordinance 2018 – 16 An Ordinance to Amend, Revise, and Supplement Ordinances of the Township of Franklin Regarding Chapter 88 Entitled "Salaries and Compensation", for Certain Employees and Officials of the Township. Public Hearing to be scheduled for 7:30 P.M., Thursday, December 13, 2018.

Moved Burgess

Second Soloway

The last amendment to the salary ordinance was done in 2008 and there are some salaries that exceed the current maximums established. Therefore, this amendment to the ordinance is required in order to authorize recent salary increases to certain employees.

All present in favor. Motion carried.

The following ordinances are necessary just to make minor changes to the current ordinances to satisfy approval from the Special Master on COAH matters. The township received <u>conditional</u> final judgement from the Court and these conditions/changes are needed to amend some of our documents.

Motion to Introduce on First Reading Ordinance 2018 – 17 An Ordinance Amending the Land Use Ordinance of the Township of Franklin to Address the Requirements of the Fair Housing Act and the Uniform Housing Affordability Controls (UHAC) Regarding Compliance with the Township's Affordable Housing Obligations. Public Hearing will be scheduled for a meeting to convene at 7:30 P.M., Thursday, December 13, 2018.

Moved Soloway

Second Burgess

All present in favor. Motion carried.

Motion to Introduce on First Reading Ordinance 2018 – 18 An Ordinance of the Township of Franklin, County of Hunterdon, State of New Jersey Amending and Supplementing Chapter 220 of the Code of the Township of Franklin to Establish a New MF Multi-Family Housing District and to Set Forth the Standards and Criteria Applicable Thereto. Public Hearing will be scheduled for a meeting to convene at 7:30 P.M., Thursday, December 13, 2018.

Moved Koury

Second Burgess

All present in favor. Motion carried.

Motion to Introduce on First Reading Ordinance 2018 – 19 An Ordinance of the Township of Franklin, County of Hunterdon, State of New Jersey Amending and Supplementing Chapter 220 of the Code of the Township of Franklin to Establish a New MXD Mixed-Use Development Overlay Zone and to Set Forth the Standards and Criteria Applicable Thereto. Public Hearing will be scheduled for a meeting to convene at 7:30 P.M., Thursday, December 13, 2018.

Moved Burgess

Second Koury

All present in favor. Motion carried.

The Municipal Clerk asked the Municipal Attorney if it is at all possible to prepare summaries of the above ordinances to reduce the cost of publication in legal notices. This will be done.

The Municipal Attorney also advised the Township Committee that she has sent the Land Use Board Chairperson, Land Use Board Attorney and Land Use Board Clerk a copy of the Housing Element and Fair Share Plan which needs to be adopted at the Wednesday, November 28, 2018 meeting of the Land Use Board. The public notice must appear in next week's paper since the timeline is critical for getting this done before the end of the year. Once adopted by the Land Use Board the Township Committee will endorse it at the Thursday, December 13, 2018 meeting.

Cameron Keng, CFO, provided further information on the total loss of the Tahoe. The insurance company will pay the township \$12,105.00 which includes the township relinquishing ownership of the vehicle and sending them a signed Title. Cam is pursuing a 5 year lease with an annual payment, 5.49 percent current interest rate, and the funds from the insurance company will cover several payments. He is also looking into animal licensing software with Edmunds and has discussed this with Catherine Innella since she does the licensing. While the initial start-up payment may be about \$1,700.00 the annual maintenance fee will be between \$525.00 - \$575.00 and less than the current fee of \$650.00. The software will also tie into Cam's and he can see the income from licensing immediately. There was also some discussion regarding possible software to track escrow. At the current time Cam prepares all the escrow checks/payments and tracking of vouchers is done by Ursula and Catherine keeping journals and or spreadsheets. They are no longer writing out checks to the professionals. However, Cam will look into this with Edmunds for possible software. It was also suggested a subcommittee look into this matter. Since many escrow fees are inadequate, it was suggested Rick Roseberry be contacted about a new fee schedule for various application and inspection fees for the Land Use Board, driveway and soil erosion fees, etc.

The Municipal Clerk also reminded the Township Committee that they would be receiving \$600+ from the insurance company for the damage done to another police vehicle due to a deer incident.

RECESS FOR BOARD OF HEALTH

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

Moved Koury Second Soloway All present in favor. Motion carried.

RETURN TO REGULAR MEETING

Motion to reconvene the regular meeting at 8:05 P.M.

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

The Municipal Clerk reported on a busy Election Day and how much the poll workers appreciated the lunch provided by the Township. Other matters being worked on included filing claims and all paperwork for the two police vehicles; working on cleaning up the Municipal Building with the help of the DPW moving files and boxes; working with the CFO on some 2019 budget items. The Committee will also need to discuss 2019 reorganization and meeting dates at the December 13th meeting in order to properly notice.

The Committee discussed the possibility of holding a Holiday Party for the staff and volunteers. They also discussed inviting all boards and commissions to attend a meeting at the beginning of the year to report to the Committee on their activities or any concerns they have and give a brief overview of their committee's work.

Motion to authorize an expenditure not to exceed \$4,000.00 for a Holiday Party for the staff and volunteers to be held at the Grand Colonial on Tuesday, December 4th.

Moved Burgess

Second Koury

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

Motion carried.

There is no police report this evening.

Old Business

Still reviewing an organizational chart.

New Business

The Municipal Attorney has prepared bid notices for both agricultural and hunting purposes on municipal property. Leases have also been prepared and will be available to any bidders. Additional items were added to the leases to satisfy Green Acres requirements and they are reviewing them in their current form. A farm plan will also be required in addition to notifying the township if the farm is in or plans to be enrolled in any other government or non-profit program. The Township Committee will award bids at the December 13th meeting at which time all appropriate ordinances will need to be introduced in order to conduct public hearings prior to the end of the year.

Motion to authorize advertising the five Bid Notices for agricultural and hunting purposes of municipal property.

Moved Koury

Second Burgess

All present in favor. Motion carried.

The Township Committee discussed the <u>Best Practices Inventory</u> which is used by the State to force municipalities into following policies of best practice. Our scoring is high enough whereby we will not lose State Aid. The CFO completed the information with staff assistance and will file with the State by the November 12 due date.

Motion to Adopt the 2018 Affordable Housing Trust Fund Spending Plan.

Moved Burgess

Second Soloway

All present in favor. Motion carried.

Committee Member Reports

Committee Member Koury spoke with Cam who learned from the auditors that the Committee can adopt a salary resolution early in the year rather than wait until the end of the year. Committee Member Koury would prefer that it be done early. Cam will confirm with the auditors that a salary resolution may be adopted even prior to budget adoption. The Police subcommittee still needs to get together to discuss the police contract.

Committee Member Soloway asked if another Committee Member could take over for her as a representative on the Rt. 78/22 Corridor Coalition. Meetings are held on a monthly basis. If Committee Member Koury isn't able to participate, Erica Amon from the Land Use Board was also suggested. She will send some information to Member Koury to review.

Committee Member Soloway also reported on having attended the "Right to Farm" breakfast yesterday offered by the Hunterdon County Planning Board. She said it was a most informative program and worth attending.

Deputy Mayor Burgess reported on the Land Use Board trying to meet with various entities to get their input on the Master Plan. The Board is moving forward with compliance with the Master Plan reexamination. Further changes/recommendations to the Master Plan will follow. She also reported that she should have a report shortly from Princeton Hydro on the Rogers Pond project. A presentation by Princeton Hydro will be made to the Environmental Commission at the November meeting.

Mayor Repmann commented on the tractors being delivered to the Municipal Garage. All staff have been trained on operating the new equipment. Basketball sign-up is underway for the Recreation Committee. Trunk or Treat was another successful event. Committee Member Koury contacted Shop Rite about a community food bank drive. They will have to consider Franklin Township next year since they are fully booked at this time. The township should work on this early in 2019 so they can consider a time frame for a drive.

Comments from the public: No one present

Executive Session

There is no need for executive session this evening.

<u>Adjournment</u>

Motion to adjourn at 8:47 P.M.

Moved Burgess

Second Soloway

All present in favor. Motion carried.

Respectfully submitted,

Ursulav Stryker, RMC Ursula V. Stryker, RMC Municipal Clerk

DATE OF ADOPTION: 12-13-18