

MINUTES  
FRANKLIN TOWNSHIP COMMITTEE  
WORK-SESSION/REGULAR MEETING  
THURSDAY, MARCH 11, 2021  
7:30 PM

(Location Changed to Online Application: Zoom - <https://us02web.zoom.us/j/81117104397>)

The meeting was called to order by Mayor Koury at 7:32 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 (arrived at 7:40 pm)

Also present: Richard W. Wenner, Municipal Attorney  
Christine Burke, Municipal Clerk  
Cameron Keng, Chief Finance Officer  
Captain Timothy Snyder, Police Department  
Virginia Evans, Board of Education  
Catherine Innella, Deputy Clerk/Land Use Board Clerk

Comments from the Public on Agenda Items Only:

No one from the public spoke regarding Agenda Items.

Proclamations & Presentations: None.

Approval of Minutes

Motion to approve the February 25, 2021 minutes Work-Session/Regular Meeting and Executive

Session: Homulak Second: Donaruma

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

Payment of Bills

The CFO explained that Fire District payments would now take place via wire transfer, as opposed to physical checks, and the resultant benefits incurred by the change in procedure. The Town Committee briefly discussed including a printout of wire transfer payments in the Bills List and options on how to ensure an appropriate level of approval required for wire transfers.

Committeeman Repmann joined the meeting at 8:40 pm.

Motion to approve the Bills List: Homulak Second: Donaruma

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

**Ordinances:**

1. Introduction & First Reading of Ordinance 2021-01 Ordinance of the Township of Franklin, County of Hunterdon, State of New Jersey to Amend, Revise and Supplement Chapter 182, "Fees," and Chapter 193, "Fire Prevention," of the Code of the Township of Franklin to Revise Fees and Requirements for Fire Prevention. (Originally Tabled on January 28, 2021)
  - a. Public Hearing and Final Adoption scheduled for April 8, 2021.

Committeeman Donaruma explained that the ordinance was discussed at a meeting with George Reichert and Committeeman Homulak and was now ready for introduction. Upon questioning by Mayor Koury, the Township Clerk acknowledged that a typographical error on the Agenda indicating a public hearing date for April 8, 2020 should be corrected to April 8, 2021.

Motion to Introduce: Burgess Second: Donaruma

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

**Resolutions:** None.

**Staff Administrative Reports:**

**Administrative:** The Township Clerk reported on her efforts to schedule a New Jersey Tree Recovery Campaign Day for the distribution of saplings to Township residents on April 23<sup>rd</sup>. She indicated that Franklin Township's application for 1000 saplings had been approved but the number of saplings had not yet been confirmed. She further reported that the next Township Newsletter was scheduled for publication in May and that articles needed to be submitted by April 1<sup>st</sup>.

**Police:** Captain Snyder reported on the February monthly activities of the Police Department, specifying background investigations, arrests, motor vehicle warnings, tickets, accidents, radio calls, animal complaints, property checks, and others. Upon questioning by Mayor Koury, Captain Snyder indicated that the Franklin Township Police Department had not been involved with the recent high-speed chase on Route 78 and clarified the department's arrest and transfer procedures.

**CFO:** The CFO reported on the recent pass of a stimulus bill designed for COVID-19 pandemic relief. He indicated that the Township was eligible for \$340,000 in relief funds and that he had already opened a dialogue with the State regarding the process of making claims. Mayor Koury requested that the CFO reach out to the Police, Fire, Emergency Medical Services and Public Works Departments to maximize on assistance.

**Board of Health:** None.

**Old Business:** None.

**New Business:**

1. Authorize the Mayor to Execute the Contract with Faith Wesleyan Church

Motion to Authorize: Donaruma Second: Homulak

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

**Committee Member Reports:**

Deputy Mayor Burgess reported that she had met with Alan Dilley, Department of Public Works Supervisor, regarding his pending retirement and confirmed with the Township Attorney that the matter should be discussed in Executive Session. She further reported on a remote meeting regarding COVID-19 vaccine distribution with Hunterdon County and participating organizations. She addressed current infection rates, vaccine distribution rates, how to be placed on a waiting list for vaccination appointments, group eligibility, and procedures for the homebound. Upon questioning by Mayor Koury, she clarified statistical information and State and County organizational efforts.

Mayor Koury reported on the March 10<sup>th</sup>, 2021 Land Use Board meeting, specifying the 2020 Annual Report, and indicating that the Land Use Board had addressed four variances in the previous year. He further reported that he and the Township Attorney had met with the State Department of Environmental Protection regarding their interest in the site next to the Quakertown Volunteer Emergency Medical Services building on Pittstown Road. He indicated that he would forward items of interest to the Township Clerk for inclusion on the Township website.

**Comments from the Public:**

Virginia Evans, 188 Whitebridge Road, representing the Board of Education, requested additional information on the Township's offer to assist in the preservation of the historic one-room schoolhouse located in Franklin Township. Committeeman Repmann indicated that the Board of Education could contact him regarding assistance from the Township's Open Space and Historic Preservation Fund.

Suzanne Figler, 214 Sidney Road, requested an update from the Committee regarding the Doe Run drainage issue, indicating that the Committee had spoken about it in Executive Session on February 25<sup>th</sup>, 2021. The Township Attorney explained that the content of an Executive Session could not be divulged until the need for confidentiality had passed. The CFO explained that the Township Engineer should be reaching out to Ms. Figler's engineer regarding her request for assistance in addressing the drainage issue on her property and offered his contact information to follow up on the matter. Upon Ms. Figler's indication that she had not hired an engineer, Committeeman Repmann explained that correspondence had been sent and received between Kurt Hoffman and the Township regarding her concerns, and that the Township had been under the impression that Mr. Hoffman was her engineer. Ms. Figler explained that she works for the County and volunteers at the Route 12 COVID-19 vaccination site. She clarified the availability of vaccines at the site and the process for placement on a wait list.

**Executive Session:**

The Township Attorney explained the need to enter Executive Session, that action could potentially be taken upon return to open session, and that all attendees of the meeting could wait in the Zoom application's Waiting Room except for the Committee, Catherine Innella, the CFO, the Township Clerk, and the Township Attorney. Upon confirmation of the absence of all but the required attendees, the Township Clerk stopped audio-visual recording of the meeting.

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

Committee entered Executive Session at 8:12 pm.

**Topics discussed:**

1. Personnel Matter – Employee Request
2. Personnel Matter – Employee Retirement

Committee exited Executive Session at 8:48 pm.

Motion to resume Work-Session/Regular Meeting: Burgess Second: Donaruma  
All in favor. Motion carried.

The Township Clerk resumed audio-visual recording of the meeting.

**Action by the Committee:**

Motion authorizing Catherine Innella to leave early every third Wednesday in order to attend her job as Land Use Board Secretary for Califon in exchange to attend an extra half hour until 12:30 PM on those Fridays in which she currently leaves at 12:00 PM: Burgess Second: Donaruma

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

Deputy Mayor Burgess indicated that the Township website would be updated to reflect the new closing hours.

**Adjournment**

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

Meeting was adjourned at 8:50 pm.

Prepared by Christine Burke, Township Clerk

  
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Adopted: 03/25/2021