

MINUTES  
FRANKLIN TOWNSHIP COMMITTEE  
YEAR END MEETING  
THURSDAY, DECEMBER 23, 2021  
9:00 AM

**(Located at Online Application: Zoom - <https://us02web.zoom.us/j/84503529220>)**

The meeting was called to order by Mayor Koury at 9:07 am. 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 (Lavery, Selvaggi, Ambromitis & Cohen)  
Christine Burke, Municipal Clerk  
Cameron Keng, Chief Finance Officer  
Mike Chabra, Project Manager, New Municipal Building

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 December 9, 2021, minutes Work-Session/Regular Meeting & Executive Session:

Burgess Second: Homulak

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

Payment of Bills

The CFO indicated that the Bills List did not contain any special items and updated the Committee on the status of outstanding invoices from the Township Engineer.

Motion to approve the Bills List: Homulak Second: Donaruma

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

Ordinances: None.

Resolutions:

1. Resolution 2021-52: Resolution Authorizing the Award of Fair and Open Contracts for Professional Services for Year 2022.

Motion to adopt: Burgess Second: Donaruma

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

2. Resolution 2021-53: Resolution Authorizing the Retention of Raymond E. O'Brien, R.A. of O'Brien Architects Inc. to Provide Architectural Services Required for the Design of Proposed Improvements to the New Franklin Township Municipal Building.

Motion to adopt: Homulak Second: Repmann

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

3. Resolution 2021-54: Authorizing the Adoption of the 2021 Hunterdon County, New Jersey, Hazardous Mitigation Plan Update.

Motion to adopt: Donaruma Second: Burgess

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

4. Resolution 2021-55: 2021 Budget Appropriation Transfer Resolution.

The CFO explained the use of the resolution as a good Budget practice and that the two line-items on the resolution pertained to grants and expenses regarding the purchase of the new Municipal Building. The CFO responded to Deputy Mayor Burgess' questions regarding the operating expenses of the new Municipal Building.

Motion to adopt: Donaruma Second: Homulak

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

**Staff Administrative Reports:**

**CFO:** The CFO reported that the Finance and Tax Departments were working on closing out the current year.

**Administrative:** The Township Clerk reported that the Clerk's Office was working on closing out the current year.

**Board of Health:** None.

**Old Business:**

1. New Municipal Building (43 Lower Landsdown Road) – Status Update

Upon Mayor Koury's indication that he had received a draft layout plan of the new Municipal Building, Mike Chabra, Project Manager, explained that he had met with the municipal staff regarding their requirements and put together a tentative layout for the new Municipal Building. He further explained that he intended to work with the architect on moving the Police Department at the same time as the administrative staff to provide time and cost savings. The Committee and Project Manager discussed the benefits of providing the Land Use Board with an office, a reduction of the current meeting space to provide additional office space, and utilization of the meeting space for elections. Upon questioning by the CFO, the Project Manager explained that the architectural plans could be completed in late January to mid-February. Upon questioning by Committeeman Donaruma, the Project Manager explained that Department of Corrections (DOC) requirements were being provided by Captain Snyder. The Township

Attorney recommended that the draft layout plan be forwarded to the Township's insurance provider and the DOC. Mayor Koury requested that the Project Manager keep the Committee updated on his progress. The Project Manager indicated that he would begin working on the next steps. Upon questioning by Deputy Mayor Burgess, the Project Manager indicated that the wiring of the new building was included in the plan.

New Business: None.

Committee Member Reports:

Committeeman Repmann left the meeting at 9:26 AM.

Deputy Mayor Burgess reported that the Township's Sustainable Jersey Recertification application had been approved for three years. She indicated that she would be meeting with the Department of Public Works (DPW) regarding the DPW contract in January.

Mayor Koury reported that the Land Use Board would be reviewing appointments of Board members based upon annual attendance. He further reported that the bridge on Sidney Road was now open and that the steel needed to repair the bridge on Landsdown Road had been ordered and work would begin once the steel was received.

Comments from the Public:

No members from the public came forward to speak.

Executive Session: None.

Action by the Committee: None.

Adjournment:

Mayor Koury expressed his appreciation for the efforts of the Committee during the year and wished everyone a happy New Year.

Motion to adjourn: Donaruma    Second: Unrecorded

All in favor. Motion carried.

Meeting was adjourned at 9:30 am.

Prepared by Christine Burke, Township Clerk

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Adopted: 01/06/2022